EPA Employee Payroll Action & BPP System Active Budget Update

Version 1.4
February 2015

FAMIS Services
The Texas A&M University System

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Introduction

The purpose of this manual is to assist in understanding the processes available for adding or changing payroll budget actions in the Active Budget for the A&M System. The Active Budget is under the responsibility of the BPP Operations Center. Both the EPA Module (under CANOPY) and the BPP System Active Budget Update Process BPP 3270 application access the same database.

The materials are grouped according to functions. All associated screens and processing information are included along with field descriptions. The required fields are designated by a diamond symbol (◆). Data entry information (**Help**) can be accessed on some screen fields with the use of the ***PF2*** key or typing an asterisk (*) or question mark (?) in the field.

By utilizing the information and guidelines contained in this manual, a user should be able to view, establish, adjust, and cancel payroll actions in the Active Budget for the A&M System.

The FAMIS User Manuals are in a constant state of revision due to screen updates, changes in procedures, and a multitude of other reasons. If you would like to make suggestions or call attention to errors, please contact us at (979) 458-6464, or copy the page with the error, note the correction or suggestion, and send it to one of the following addresses:

College Station based:

FAMIS Services
The Texas A&M University System
1144 TAMU
College Station, TX 77843-1144

Non-College Station based:

FAMIS Services
The Texas A&M University System
301 Tarrow Street
College Station, TX 77840-7896

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Basic Concepts

CANOPY

CANOPY is a web-based application created and maintained by the Business Computing Services department of The Texas A&M System. This umbrella application houses data from payroll (BPP) and accounting (FAMIS), including the EPA module.

With proper security, payroll information can also be viewed at an account level under the FRS Inquiry Tab. Click on the **Payroll** tab to access your account detail. Payroll transactions for an account can also be viewed under the **Account Summary** and **Transaction** tabs.

EPA and BPP System Active Budget Update

Both the EPA module and the BPP System Active Budget generate documents which amend a position in the budget with respect to salaries, wages, occupant, job title, sources of funding, and the like. The information from EPA documents posts to fiscal accounts in FAMIS and ultimately updates the budget in the BPP system. While not an exhaustive list, all of the following functions are available:

- Add a new position
- Eliminate a position
- Replace an occupant of a position with another person
- Make a position vacant
- Fill a vacant position
- Increase or decrease the salary or percent effort of a position
- Change the funding accounts on a position

The EPA Module is web-based and housed under CANOPY, an umbrella application for Business Computing Services at the A&M System.

Timely processing of EPA documents is required to provide for prompt removal of university resources for terminating employees, this is a recommended best practice for EPA documents.

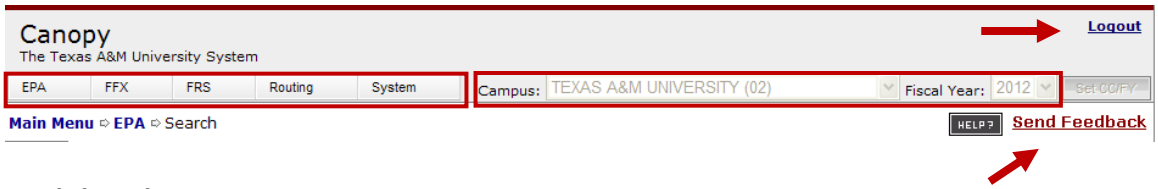
The BPP SYSTEM ACTIVE BUDGET Update Process is a mainframe based application with direct input from the 3270 screens of the BPP System. For complete information on the BPP SYSTEM ACTIVE BUDGET UPDATE Process, please contact BPP at BCSSupport@tamus.edu.

CANOPY

There are some common features on each page of CANOPY. This explanation may help you to understand the use of these features.

CANOPY Banner

At the top of each page, you will see the following CANOPY banner with the tab choices available:



Module Tabs

Note that the tab choices will change over time as new features are added. Make your selection by clicking on the tab for the desired **module**: EPA, FFX, FRS, Routing and System, etc.

The **System** tab provides access to your User Profile, Release History of changes to CANOPY, and ***Site Map*** links for the CANOPY system.

Campus Code and Fiscal Year

Towards the right, select the ***Campus*** and ***Fiscal Year*** from the drop-down menus if you wish to change from your default. You MUST press the ***Set CC/FY*** button to make this change.

Send Feedback

There is a ***Send Feedback*** button for emailing user feedback to the CANOPY programmers, such as what you like about CANOPY, what changes you feel would enhance the program, or to report a problem you encounter when using CANOPY.

> The ***Send Feedback*** link is not to be used for "how to" questions. Those questions should be emailed to famishelp@tamus.edu so that someone from the help desk can assist you.

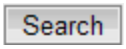
Logout

To leave your CANOPY session, click on the ***Logout*** link on the upper right side of the page.

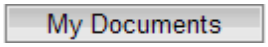
CANOPY Icons, Symbols and Navigation Tools

Below are some of the icons, symbols, and navigation tools in CANOPY.

Click on the light bulb icon and select from a list of the 10 most recent values used. These values are saved between CANOPY sessions.



Click on the ***Search*** button to effect the change you made to the filter or search criteria.



Click ***My Documents*** to view documents that you have created.

Click on the ***Calendar*** icon to select dates from a calendar.

Click on the ***Download*** icon to extract the data into an Excel spreadsheet.

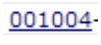
Click on the ***Filter*** icon to use filters on the grid.

Click on the ***Set Theme*** button to change the background colors and style for your CANOPY sessions.

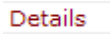
The ***BACK*** button on your browser will return you to your previous page.

Click on a **column title** to sort by that column.

Selected elements on some pages are links that jump to related data on other pages. For example, Routing and EPA documents can include accounts as part of a line item or source of funds. These accounts have been marked as links which, once clicked, take you directly to the **Account Summary** page.



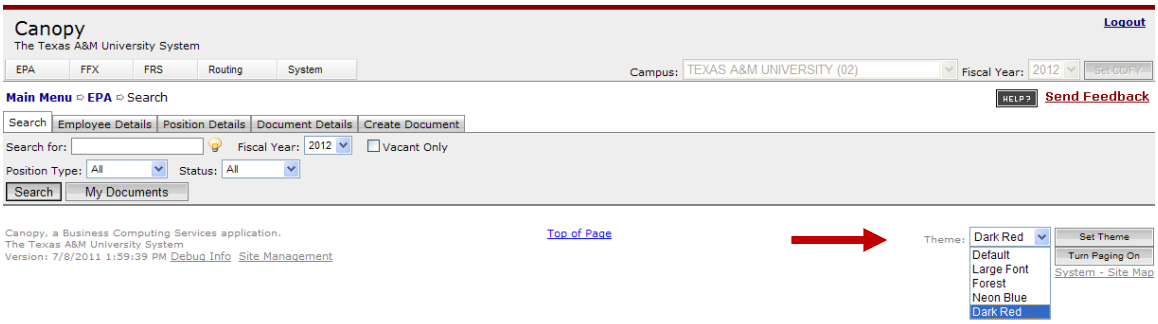
Click on a link in the data to display related data.



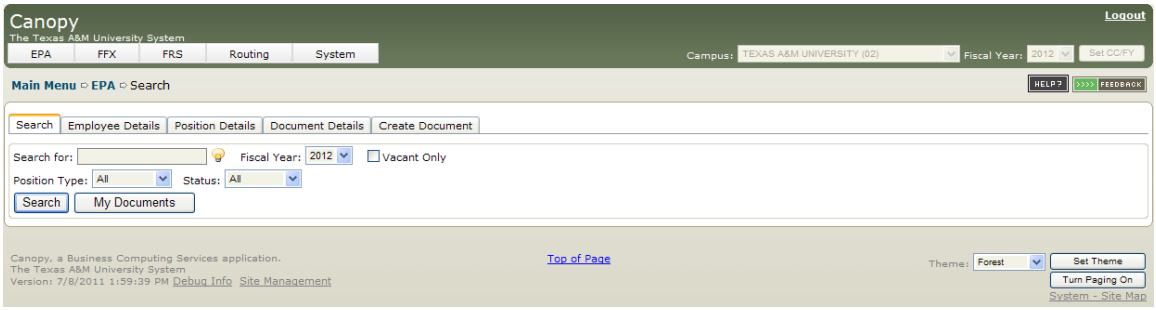
Click on a highlighted word to link to related data.

Customizing CANOPY

You may select the theme for your CANOPY sessions by selecting a Theme from the ***Set Theme*** select box and clicking on the ***Set Theme*** button. Each of the available themes has a predefined color scheme and font. The selected theme is saved between logon sessions and until you select a different theme. Available choices may change over time. Some of the current theme choices are: Default (grays and blues), Forrest (muted greens and browns), Neon Blue (bright blue with green highlights), and Dark Red (red highlights).



You may change the color scheme as often as you want. The "Forest Theme" displays information in muted green and brown colors.

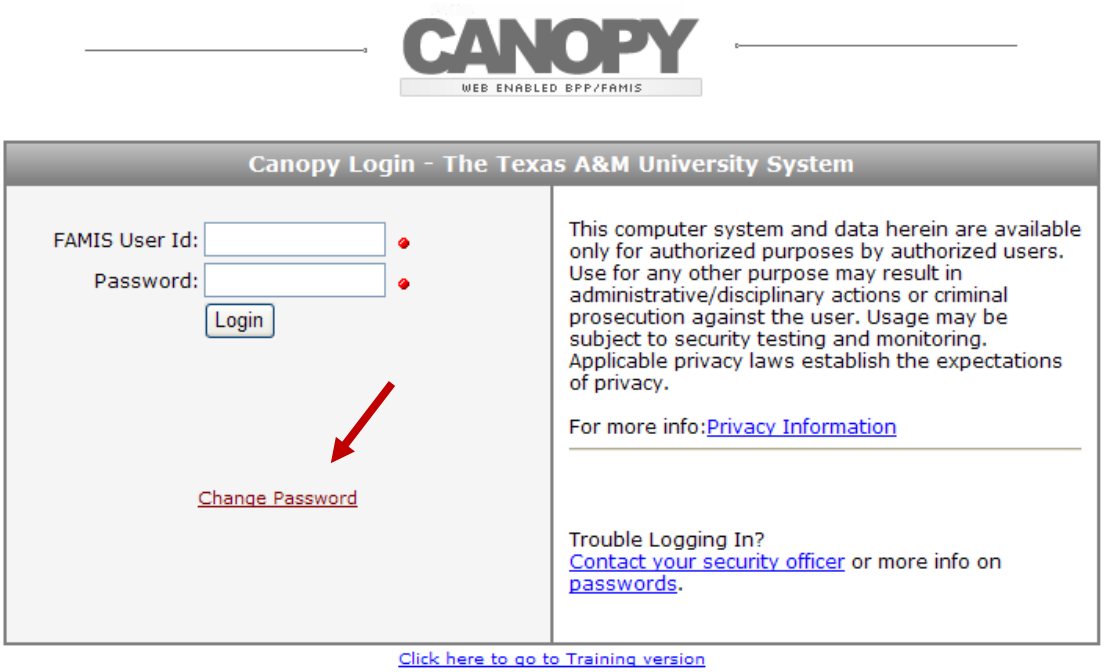


Accessing CANOPY

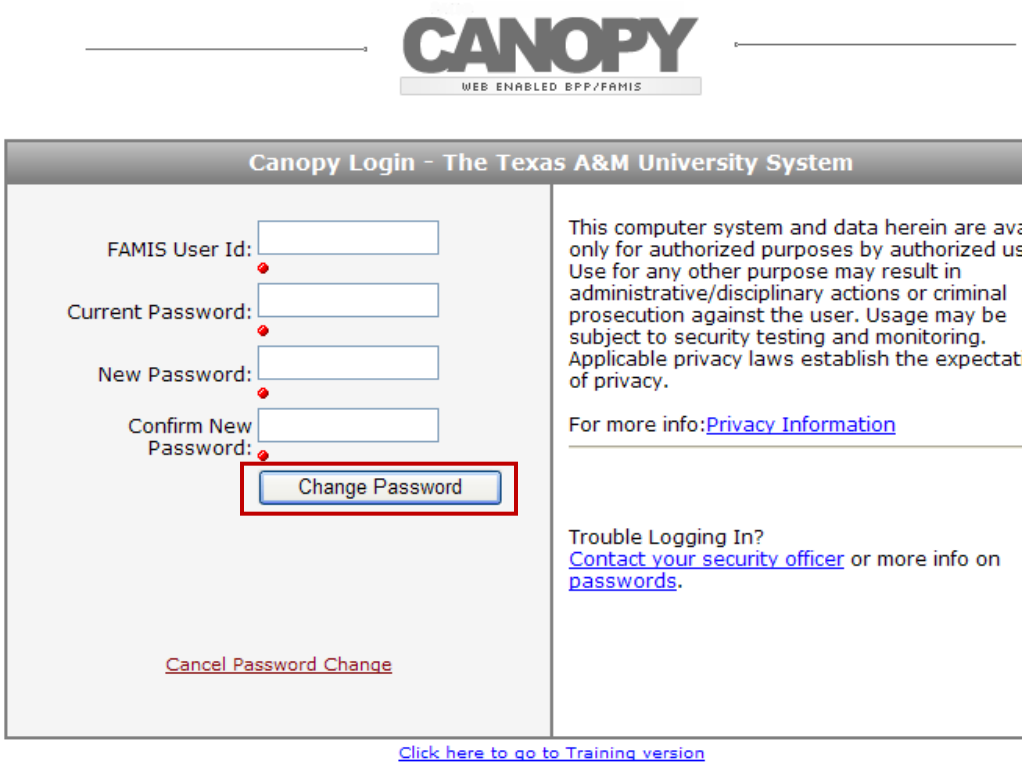
To log into **CANOPY**, enter your ***FAMIS ID*** and ***Password*** and click on the ***Login*** button. Your access to CANOPY and the EPA Module within CANOPY is set by your FAMIS security administrators. Please contact them if you have difficulty with your login.

Change Password

You may change your password from the **Login** screen by clicking on the ***Change Password*** link.

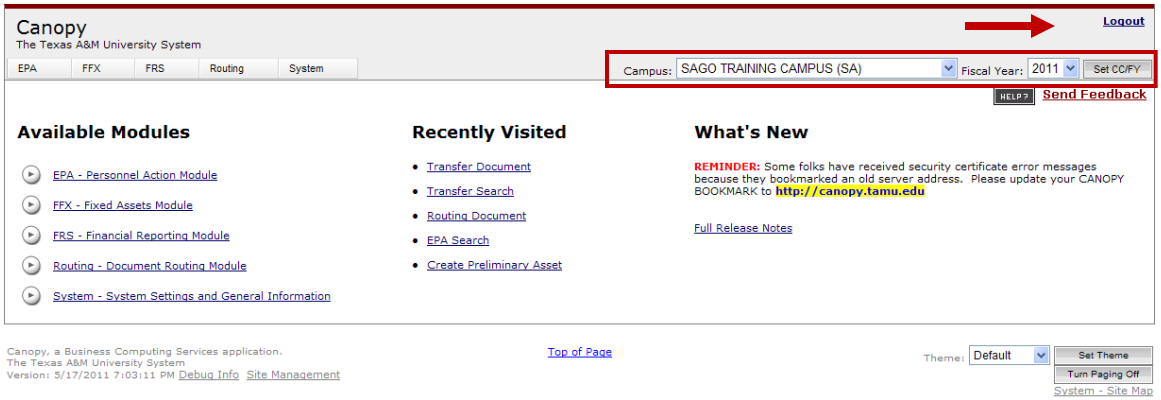


Enter your FAMIS ID, current password, and new password, and retype the new password to confirm. Then, click on the ***Change Password*** button to make the change.


CANOPY
WEB ENABLED BPP/FAMIS
Canopy Login - The Texas A&M University System
FAMIS User Id:
Current Password:
New Password:
Confirm New Password:
Change Password
Cancel Password Change
This computer system and data herein are available only for authorized purposes by authorized users. Use for any other purpose may result in administrative/disciplinary actions or criminal prosecution against the user. Usage may be subject to security testing and monitoring. Applicable privacy laws establish the expectations of privacy.
For more info:Privacy Information
Trouble Logging In?
Contact your security officer or more info on passwords.
Click here to go to Training version

Navigation

- As necessary, select the desired campus code from the drop-down menu.
- Select the desired fiscal year.
- Click on the ***Set CC/FY*** button to make the selected campus code and fiscal year your default for your CANOPY sessions.



Logout

ALWAYS logout when you are finished.

To logout, either:

- click on the ***Logout*** link
  OR
- close the browser window

EPA Module

EPA – Employee Payroll Action System

The EPA System provides for web entry of BPP System Active Budget documents and use of electronic routing and approval of those documents. When closing web-based EPA documents, the encumbrance is created/updated and immediately available for viewing in CANOPY and on the FAMIS screens. EPA documents post encumbrances to FAMIS in an "online real time" basis when all edits are passed and the documents are closed.

Since Active Budgeted position payroll encumbrances post to FAMIS when an EPA document is closed, the EPA document rejects at the time of close if there is not enough budget to support the entry of the document or if there are other problems with the document. Departments can override the budget when they create an EPA document, leaving the payroll workstation and business office to determine whether this override is appropriate before allowing it to update the Active Budget in BPP. Payroll workstation/business office personnel are the core of the Payroll Processing Office in Routing & Approvals. It is during the routing of an EPA document that they would review the document for appropriate data.

EPA Module Access

Your access to information in the EPA Module is set by your FAMIS security administrator. Depending on your access rights, you may view, modify, and create documents within this module.

CANOPY Routing & Approvals

The EPA module utilizes the FAMIS Routing & Approvals for the routing and approvals of these new payroll actions. The document forms for EPA are as follows:

EBR	Employee Budget Request
EWR	Employee Wage Request
EGR	Employee Graduate Assistant Request

These forms are important for the correct routing of the documents. The CANOPY Routing & Approvals uses the existing structures built in the FAMIS 3270 screens to route documents.

E-Verify Email

When an EPA is validated, an email will be generated according to the following rules:

1. An EPA funding source account is marked as e-verify required.

   In FAMIS, this SL attribute is on Screen 9. For TEES and any NON-FAMIS account, ALL accounts are set as "E-Verify" required. TTI uses GL accounts, but FAMIS captures the E-Verify flag at the SL. TTI accounts are all set to require E-Verify because of this issue. This can be easily changed.

2. Employee has not already been E-Verified (lookup against the BPP employee attributes)

3. Employee has been E-Verified but the new EPA is for a different workstation.

4. An email address exists on file for that workstation.

   If the workstation wishes to receive the emails, it must supply an address (40 character maximum).

   The email template is:

> **From:** noreply@canopy.tamus.edu [mailto:noreply@canopy.tamus.edu]
> **Sent:** Thursday, October 22, 2009 9:41 AM
> **To: *workstation email address***
> **Subject:** Potential E-Verify Action
>
> Employee: ***NAME***
> Document: ***DOC-ID***
> An EPA has been validated which has a potential E-Verify requirement. Please check the document number listed above to confirm this action and proceed with E-Verify if needed.
>
> _____
> This is an automated email generated by EPA Validation. Please do not respond to this email. If you need assistance contact FAMIS Help by phone at (979) 458-6464 or by email (famishelp@tamus.edu).

IMPORTANT NOTES

- Future year documents can be created once the BPP Prep Budget has been moved to the **Active** Budget for the new fiscal year.

- There is a flag named **Roll to New FY** which only displays and is available between the time when the Prep Budget is rolled to Active and the Beginning of the New Fiscal Year. When payroll changes occur after the budget process, this new flag will automatically copy the new EPA into both years to eliminate double entry. If this flag is set to YES when the EPA reaches BPP, a new iteration will be created in both the current fiscal year and the new fiscal year.

- Results from any search are capped at 1000 records per set.

EPA Search

Search Button

Multiple ways to search have been consolidated into one search textbox. This enables you to enter differing pieces of information as input text for your search. Enter one of the following items and click the ***Search*** button to view the results.

PIN	budget/wage formats, example: Snnnnn or S8nnnnnnnn
ADLOC	examples: 01-100000 or 01100000
UIN	universal identification number
Names	last, first: example: Smith, J or Van Der
Document #	full 7 digits; example: 0123456

There are other filters available to refine your searches:

Position Type	all, budget only, wage only
Document Status	all, active, completed, cancelled
Vacant Only	show only the vacant positions
Fiscal Year	show another fiscal year

Note that the results from any search are capped at 1000 records per set.

My Documents Button

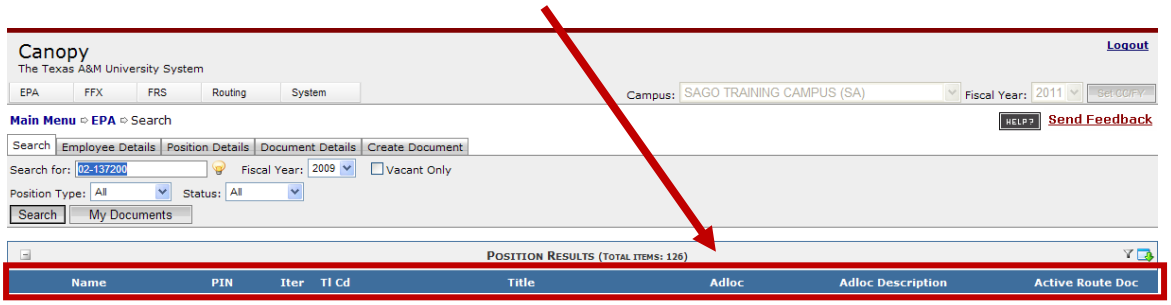
Click on the ***My Documents*** button to review documents you created.

Light Bulb Button

Click on the light bulb graphic next to the ***Search for*** input box to view a list of the most recent searches you have made. You may scroll down and select one to advance to the next page for details.

Sorting an EPA Display

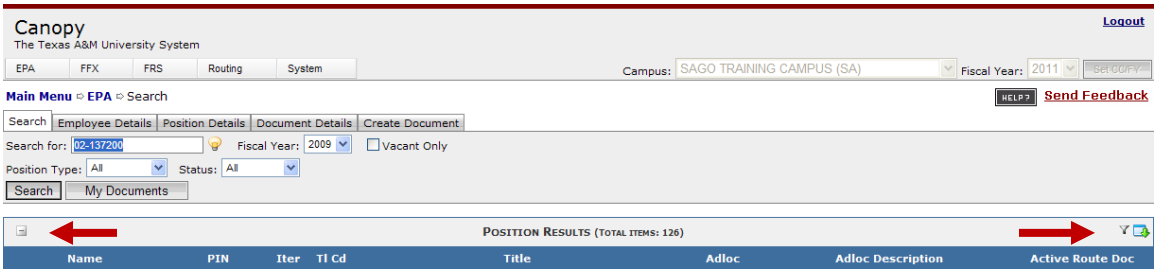
You may sort by a column by clicking on the column title.



Search and Column Filters

Using the column filters, you can further refine your search to a subset of the data.

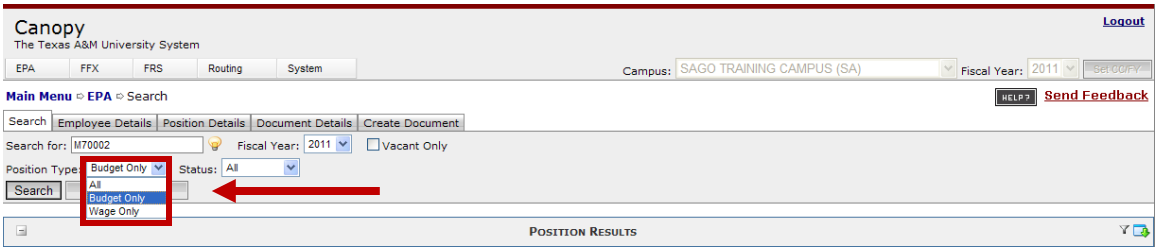
Click on the little ***Filter*** icon on the right side of the screen to open up small boxes above each column for entry.



Search by PIN

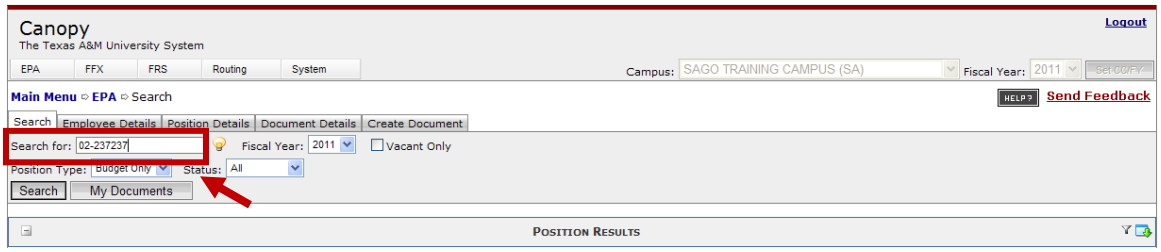
Enter a PIN. The PIN can be a 6-character budget PIN such as "M85231" or a 10-character Wage PIN such as "M800012345" Click the ***Search*** button.

To further refine your search limit to Budget Only or Wage Only position, select the ***Position Type*** from the drop-down list.



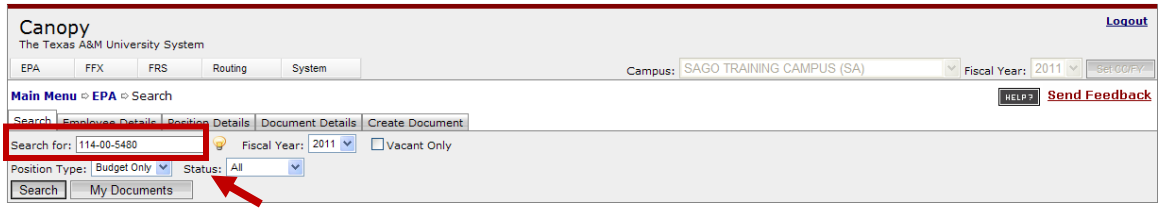
Search by Adloc

Enter an Adloc in the ***Search for*** field and click the ***Search*** button.



Search by Employee's UIN or SSN

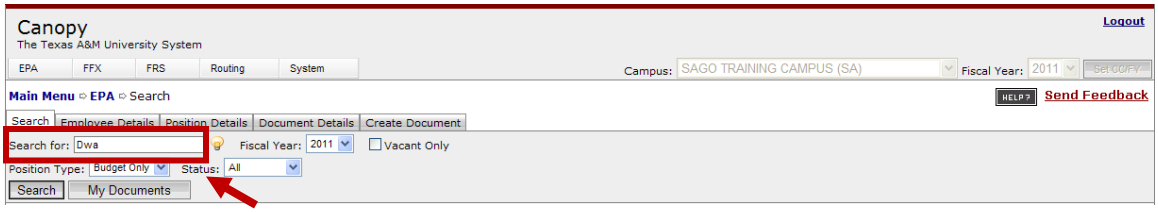
Enter the employee's full **UIN** or **SSN** and click the ***Search*** button.



Search by Name

Enter an employee's name. Note that the search is not case sensitive.

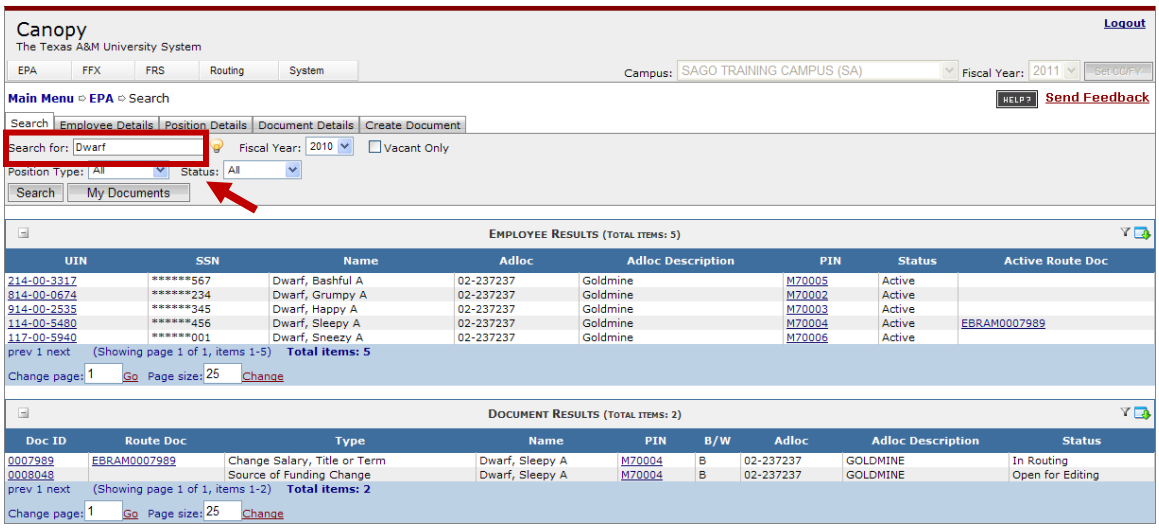
- You may type just the first letters of the last name; typing "Dwa" returns employees with a last name that begins with "Dwa." Click the ***Search*** button.



- You may also type the person's **last name**. If you enter the entire last name, you may further qualify by adding the first name. You must put a comma between the last name and the first name. Do not enter the first name unless the entire last name is entered.
- Employees with last name **suffixes** (JR, SR, III, etc.) will appear with all other employees with the same last name, sorted in the first name order. Don't use the suffix in the name search.

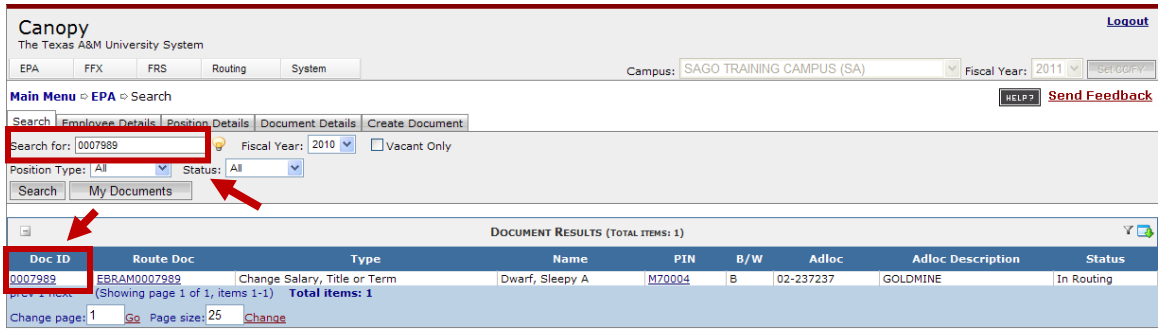
Results of a Name Search

- The following example displays a name search. This sample search was for all employees that have a last name of "Dwarf."
- Click the ***UIN number*** link to select an employee and advance to the **EPA Employee Details** page. This page will display additional detailed information about the employee from the BPP system. You must have proper security to access records further; however, student employee records can be accessed by everyone.



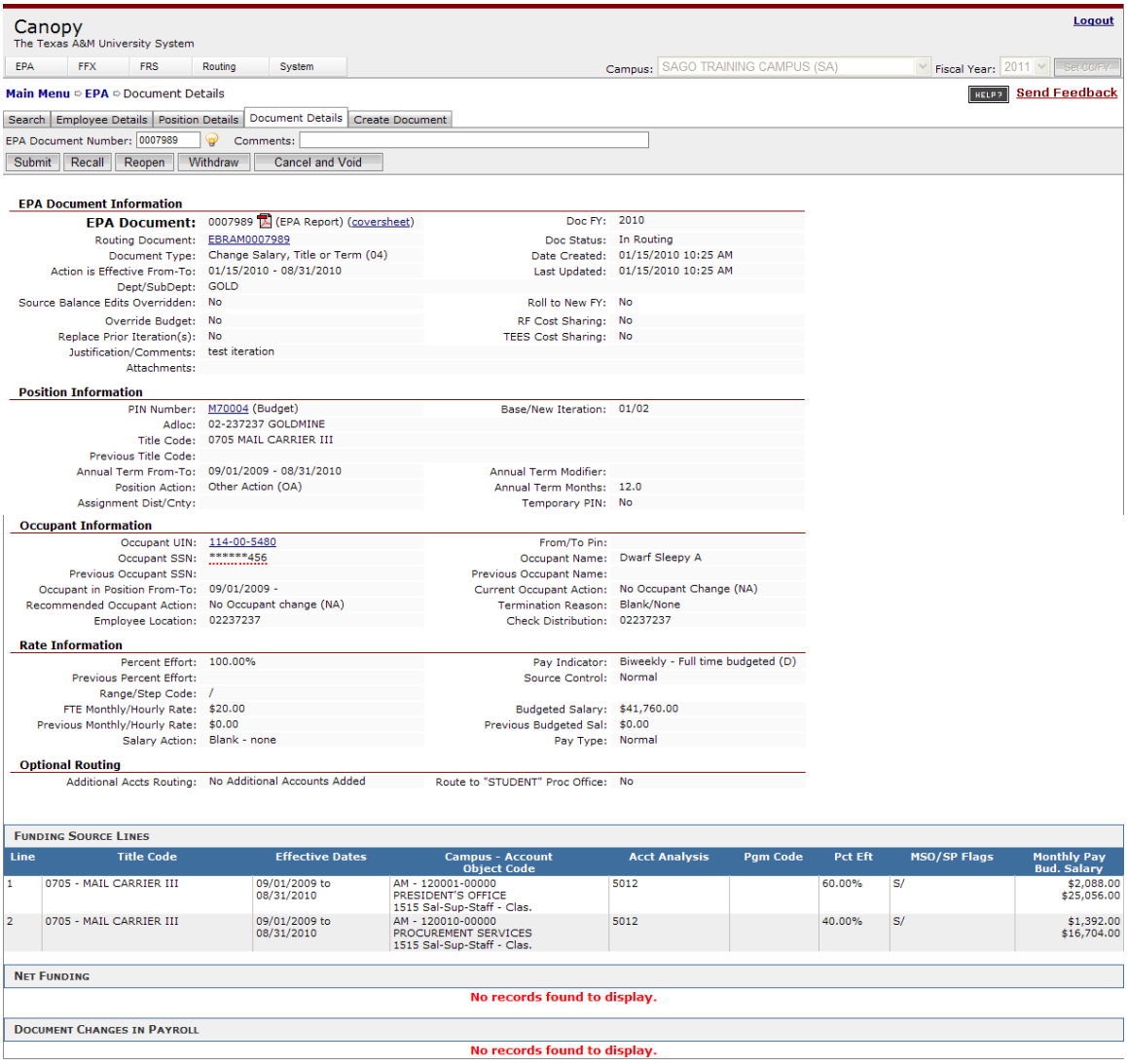
Search by Document Number

- Type a document number in the ***Search for*** field
- Click the ***Search*** button to display the results.
- Click on the column titles to change the sort of the results.
- To view the document details, click on the ***Doc ID*** link.



Click on the ***Doc ID number*** link to view the document details.

Document details:



Canopy
The Texas A&M University System

Logout

EPA | FFX | FRS | Routing | System

Campus: SAGO TRAINING CAMPUS (SA) Fiscal Year: 2011 Set OCFY

Main Menu ▷ EPA ▷ Document Details

HELP? Send Feedback

Search | Employee Details | Position Details | Document Details | Create Document

EPA Document Number: 0007989 Comments:

Submit | Recall | Reopen | Withdraw | Cancel and Void

EPA Document Information

EPA Document:	0007989 (EPA Report) (coversheet)	Doc FY:	2010
Routing Document:	EBRAM0007989	Doc Status:	In Routing
Document Type:	Change Salary, Title or Term (04)	Date Created:	01/15/2010 10:25 AM
Action is Effective From-To:	01/15/2010 - 08/31/2010	Last Updated:	01/15/2010 10:25 AM
Dept/SubDept:	GOLD		
Source Balance Edits Overridden:	No	Roll to New FY:	No
Override Budget:	No	RF Cost Sharing:	No
Replace Prior Iteration(s):	No	TEES Cost Sharing:	No
Justification/Comments:	test iteration		
Attachments:			

Position Information

PIN Number:	M70004 (Budget)	Base/New Iteration:	01/02
Adloc:	02-237237 GOLDMINE		
Title Code:	0705 MAIL CARRIER III		
Previous Title Code:			
Annual Term From-To:	09/01/2009 - 08/31/2010	Annual Term Modifier:	
Position Action:	Other Action (OA)	Annual Term Months:	12.0
Assignment Dist/Cnty:		Temporary PIN:	No

Occupant Information

Occupant UIN:	114-00-5480	From/To Pin:	
Occupant SSN:	*******456	Occupant Name:	Dwarf Sleepy A
Previous Occupant SSN:		Previous Occupant Name:	
Occupant in Position From-To:	09/01/2009 -	Current Occupant Action:	No Occupant Change (NA)
Recommended Occupant Action:	No Occupant change (NA)	Termination Reason:	Blank/None
Employee Location:	02237237	Check Distribution:	02237237

Rate Information

Percent Effort:	100.00%	Pay Indicator:	Biweekly - Full time budgeted (D)
Previous Percent Effort:		Source Control:	Normal
Range/Step Code:	/		
FTE Monthly/Hourly Rate:	$20.00	Budgeted Salary:	$41,760.00
Previous Monthly/Hourly Rate:	$0.00	Previous Budgeted Sal:	$0.00
Salary Action:	Blank - none	Pay Type:	Normal

Optional Routing

Additional Accts Routing:	No Additional Accounts Added	Route to "STUDENT" Proc Office:	No

Funding Source Lines

Line	Title Code	Effective Dates	Campus - Account Object Code	Acct Analysis	Pgm Code	Pct Eft	MSO/SP Flags	Monthly Pay Bud. Salary
1	0705 - MAIL CARRIER III	09/01/2009 to 08/31/2010	AM - 120001-00000 PRESIDENT'S OFFICE 1515 Sal-Sup-Staff - Clas.	5012		60.00%	S/	$2,088.00 $25,056.00
2	0705 - MAIL CARRIER III	09/01/2009 to 08/31/2010	AM - 120010-00000 PROCUREMENT SERVICES 1515 Sal-Sup-Staff - Clas.	5012		40.00%	S/	$1,392.00 $16,704.00

Net Funding

No records found to display.

Document Changes in Payroll

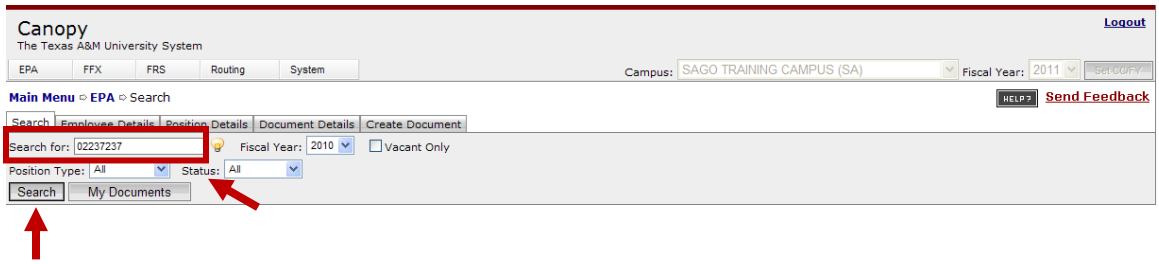
No records found to display.

Position Type - BPP Budget (Positions) Search

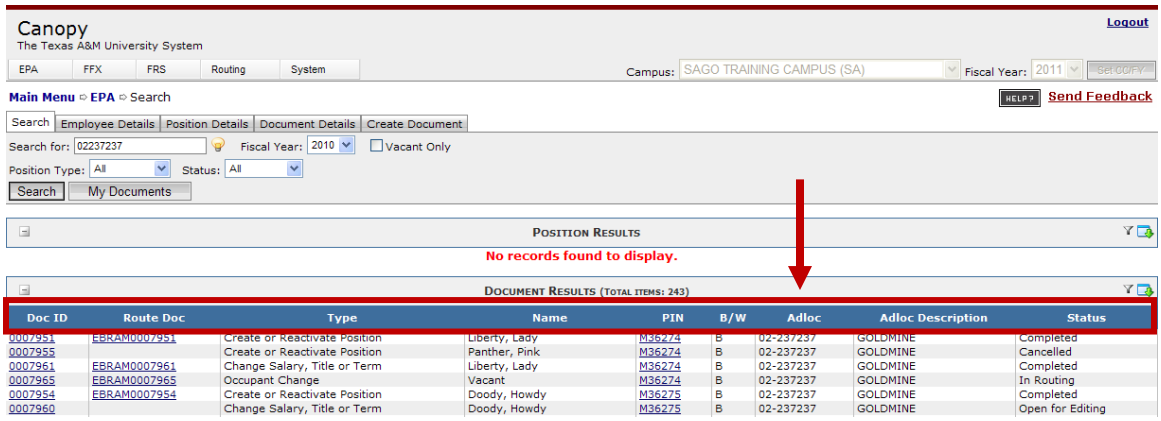
The BPP positions budget database contains the positions that current employees hold. The search methods include:

- By Adloc – in PIN order
- By Adloc – in Occupant name order
- By UIN or SSN
- By the PIN (position) number

The search type is determined by your entry in the ***Search for*** field shown below:

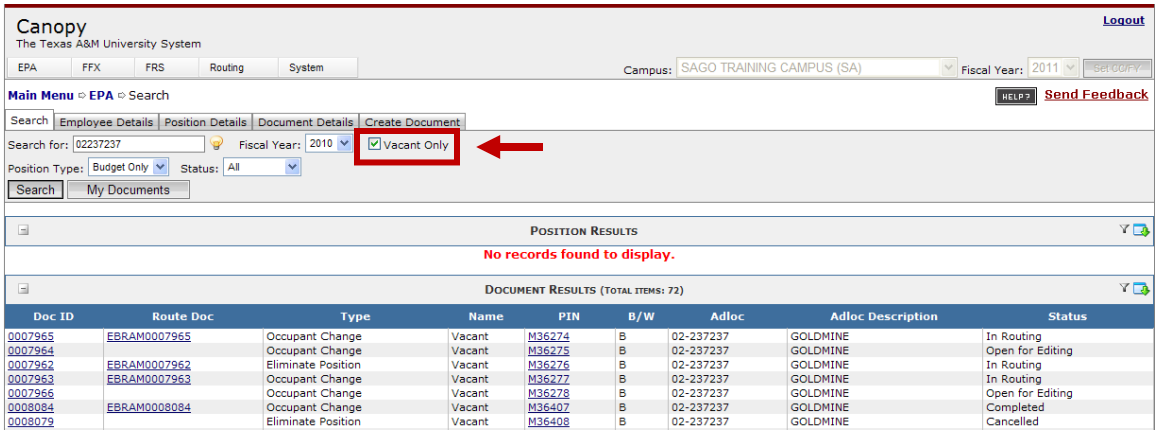


Press the ***Search*** button and your search list will be displayed. You may change the sort of the results by clicking on a column title.



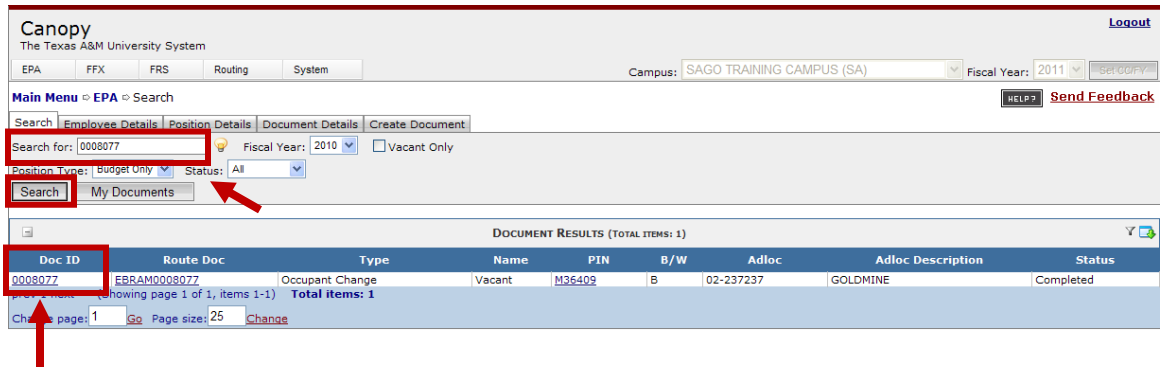
BPP Budget (Positions) Search

- Enter the search criteria in the ***Search for*** field.
- Click the ***Vacant Only*** box to only include vacant positions.
- Select the desired position type and document status from the drop-down menus.
- Press the ***Search*** button to display the results.
- Click on the column titles to change the sort of the results.



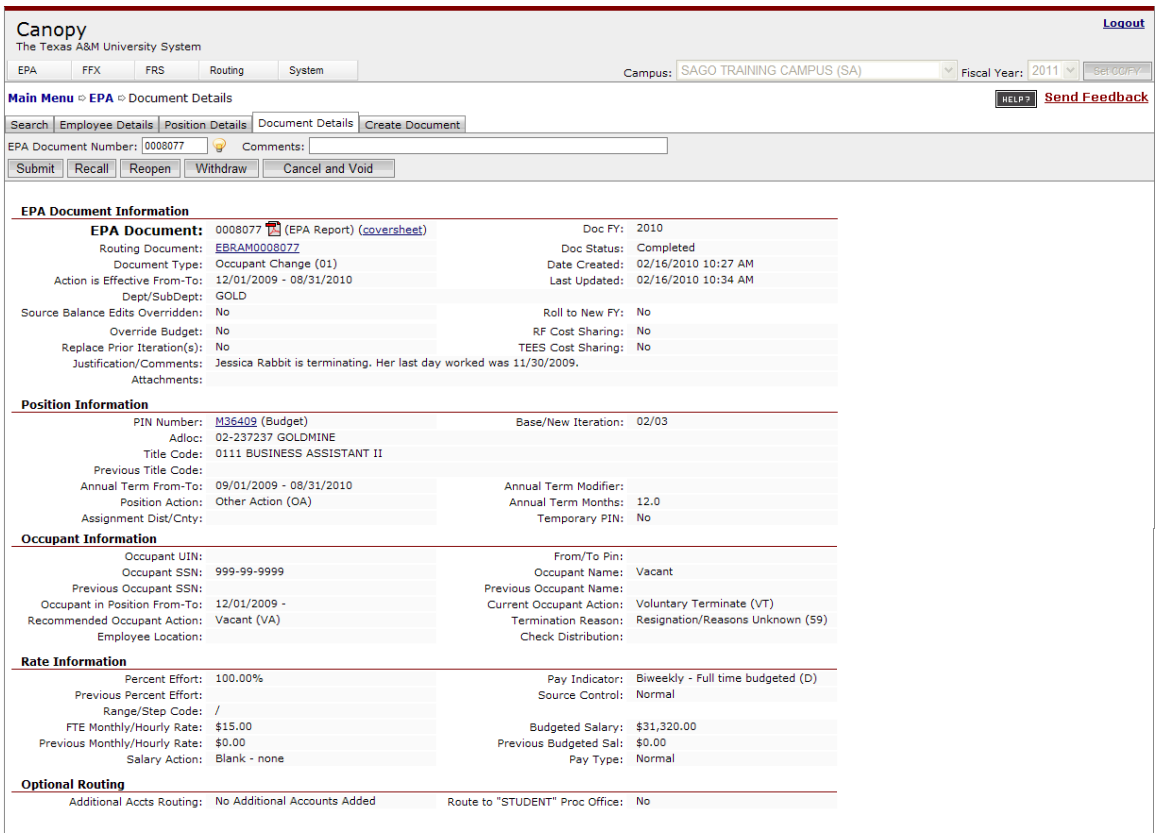
Document Search

- Enter a document number in the ***Search for*** field.
- Click the ***Search*** button to display the results.



Click on the ***Doc ID*** link to view the document details.

Document details:



Canopy
The Texas A&M University System
Logout

EPA | FFX | FRS | Routing | System
Campus: SAGO TRAINING CAMPUS (SA) Fiscal Year: 2011 Set GCFY

Main Menu ⇨ EPA ⇨ Document Details
HELP? Send Feedback

Search | Employee Details | Position Details | Document Details | Create Document

EPA Document Number: 0008077 Comments:

Submit | Recall | Reopen | Withdraw | Cancel and Void

EPA Document Information

EPA Document:	0008077 (EPA Report) (coversheet)	Doc FY:	2010
Routing Document:	EBRAM0008077	Doc Status:	Completed
Document Type:	Occupant Change (01)	Date Created:	02/16/2010 10:27 AM
Action is Effective From-To:	12/01/2009 - 08/31/2010	Last Updated:	02/16/2010 10:34 AM
Dept/SubDept:	GOLD		
Source Balance Edits Overridden:	No	Roll to New FY:	No
Override Budget:	No	RF Cost Sharing:	No
Replace Prior Iteration(s):	No	TEES Cost Sharing:	No
Justification/Comments:	Jessica Rabbit is terminating. Her last day worked was 11/30/2009.		
Attachments:			

Position Information

PIN Number:	M36409 (Budget)	Base/New Iteration:	02/03
Adloc:	02-237237 GOLDMINE		
Title Code:	0111 BUSINESS ASSISTANT II		
Previous Title Code:			
Annual Term From-To:	09/01/2009 - 08/31/2010	Annual Term Modifier:	
Position Action:	Other Action (OA)	Annual Term Months:	12.0
Assignment Dist/Cnty:		Temporary PIN:	No

Occupant Information

Occupant UIN:		From/To Pin:	
Occupant SSN:	999-99-9999	Occupant Name:	Vacant
Previous Occupant SSN:		Previous Occupant Name:	
Occupant in Position From-To:	12/01/2009 -	Current Occupant Action:	Voluntary Terminate (VT)
Recommended Occupant Action:	Vacant (VA)	Termination Reason:	Resignation/Reasons Unknown (59)
Employee Location:		Check Distribution:	

Rate Information

Percent Effort:	100.00%	Pay Indicator:	Biweekly - Full time budgeted (D)
Previous Percent Effort:		Source Control:	Normal
Range/Step Code:	/		
FTE Monthly/Hourly Rate:	$15.00	Budgeted Salary:	$31,320.00
Previous Monthly/Hourly Rate:	$0.00	Previous Budgeted Sal:	$0.00
Salary Action:	Blank - none	Pay Type:	Normal

Optional Routing

Additional Accts Routing:	No Additional Accounts Added	Route to "STUDENT" Proc Office:	No

Funding Source Lines

Line	Title Code	Effective Dates	Campus - Account Object Code	Acct Analysis	Pgm Code	Pct Eff	MSO/SP Flags	Monthly Pay Bud. Salary
1	0111 - BUSINESS ASST II	09/01/2009 to 08/31/2010	AM - 237237-00000 GOLD MINE DESIGNATED ACCOUNT 1515 Sal-Sup-Staff - Clas.	5012		50.00%	O/	$1,305.00 $15,660.00
2	0111 - BUSINESS ASST II	09/01/2009 to 08/31/2010	AM - 420010-00000 GOLD MINE GRANT ACCOUNT 1515 Sal-Sup-Staff - Clas.	5012		50.00%	O/	$1,305.00 $15,660.00

Net Funding

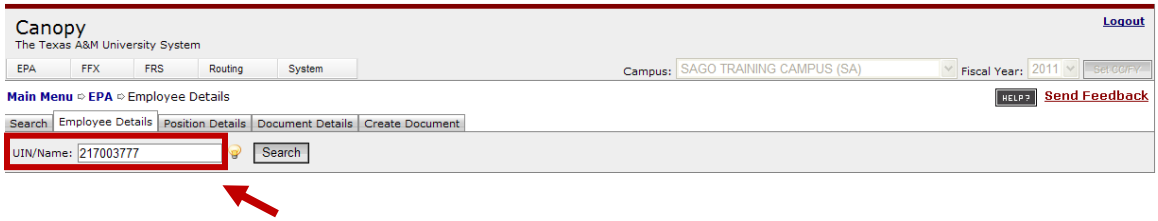
Line	Campus	Source Account	Rqmt/Sav. Account	Type	Annual Net Amount estimate	Iter Eff Date Net Amt	Future Net Amt	Past/Corr Net Amt
1	AM	237237-00000-1000 GOLD MINE DESIGNATED ACCOUNT	237237-00000-1000 GOLD MINE DESIGNATED ACCOUNT	Salary Benefits Longevity	$0	$0.00 ($57.62) $0.00	$0.00 ($46.75) $0.00	$0.00
2	AM	420010-00000-1000 GOLD MINE GRANT ACCOUNT	420010-00000-1000 GOLD MINE GRANT ACCOUNT	Salary Benefits Longevity	$0	$0.00 ($3,553.80) $0.00	$0.00 ($2,889.36) $0.00	$0.00

Document Changes in Payroll

No records found to display.

Employee Search

- Enter the employee's UIN number.
- Click the ***Search*** button to display the results.



Employee Display

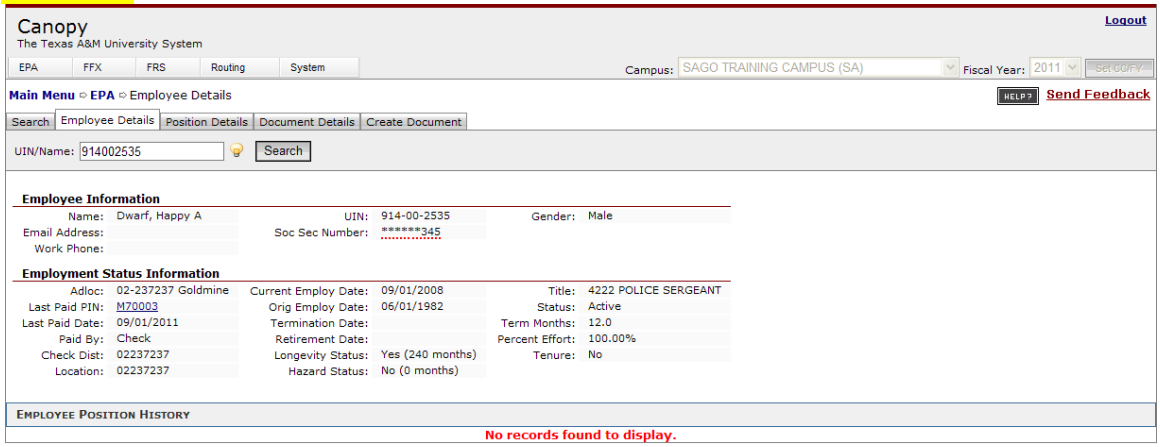
Three sections are displayed:

1. **Employee Information**

2. **Employment Status Information**
   New fields showing the ***Check Dist.*** (distribution) and ***Paid By*** (direct deposit or check) have been added.

3. **Employee Position History for a Fiscal Year**
   Click the ***PIN*** link to view the ***Rate Information***, Funding Source details, EPA documents for this PIN, and Position History for the employee.

RECAP????



Example above has no history

Position Details

PIN Display/Start EPA Tab

Five sections are displayed:

- Position Information
- Occupant Information
- Rate Information
- Funding Source Lines
- EPA Documents
- Position History

If you already have a PIN active in your session, the data for that PIN will be displayed immediately.

To view a different PIN:

- Enter the PIN in the Selected ***PIN*** box.
- Click the ***Submit*** button.

To view other iterations:

By default, the CANOPY system will show you the most recent iteration. Iterations are sequentially numbered versions or changes to a position over the course of the fiscal year.

To view another iteration, make your selection from the drop-down box to the right of the Selected ***PIN*** box.

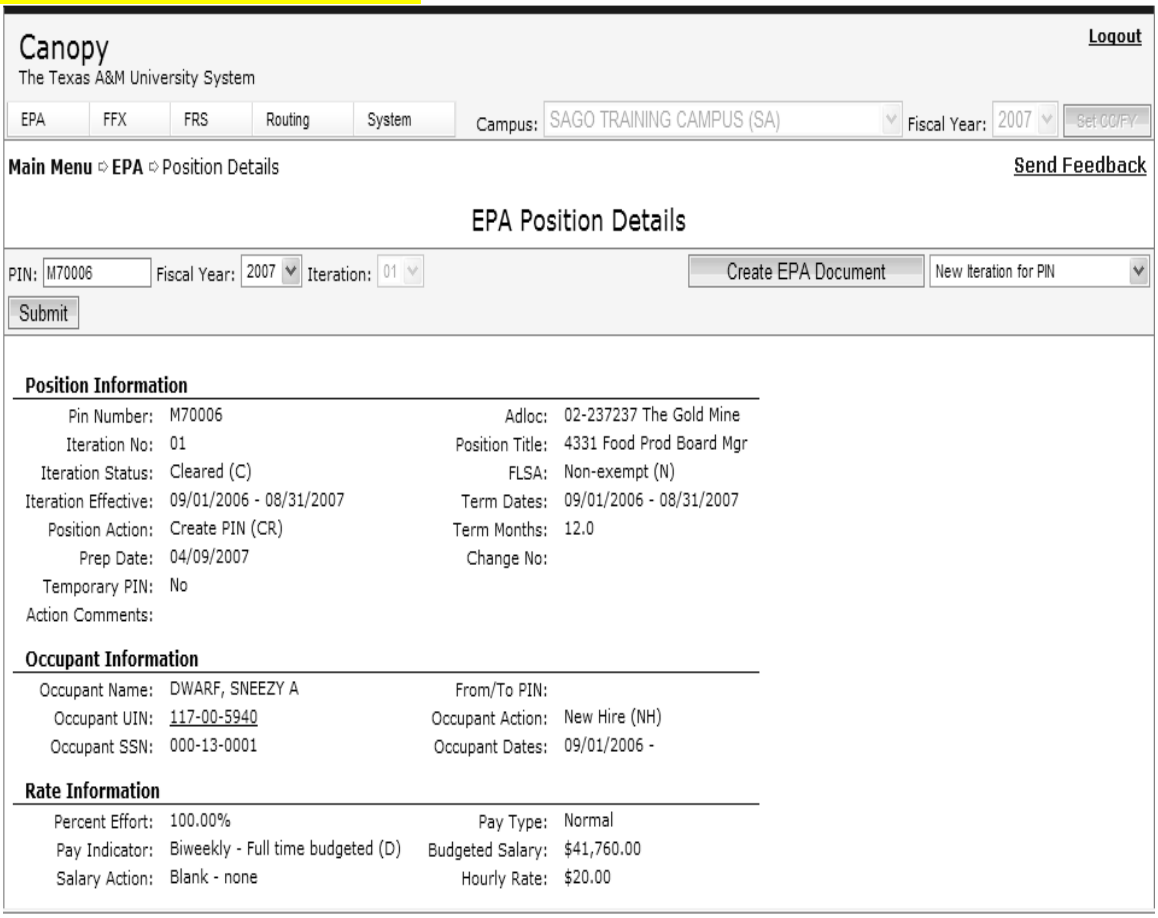
EPA documents show the Base iteration number, as well as the proposed/new iteration. The base iteration will most commonly be the previous iteration number, but in cases where iterations have been withdrawn, or the replace prior iteration flag is used, it will be the last iteration in effect prior to the effective date of this new document.

To view other years:

To view a position as it existed (or exists) in other fiscal years, select the fiscal year from the ***Fiscal Year*** drop-down box to the left of the ***Search/Apply*** button.

Example of PIN M70006, Iteration 01, Fiscal Year 2007:

RECAP – FY NO LONGER AVAILABLE



Canopy
The Texas A&M University System

Logout

EPA | FFX | FRS | Routing | System Campus: SAGO TRAINING CAMPUS (SA) Fiscal Year: 2007 Set CC/FY

Main Menu ⇨ EPA ⇨ Position Details Send Feedback

EPA Position Details

PIN: M70006 Fiscal Year: 2007 Iteration: 01 Create EPA Document New Iteration for PIN

Submit

Position Information

Pin Number:	M70006	Adloc:	02-237237 The Gold Mine
Iteration No:	01	Position Title:	4331 Food Prod Board Mgr
Iteration Status:	Cleared (C)	FLSA:	Non-exempt (N)
Iteration Effective:	09/01/2006 - 08/31/2007	Term Dates:	09/01/2006 - 08/31/2007
Position Action:	Create PIN (CR)	Term Months:	12.0
Prep Date:	04/09/2007	Change No:	
Temporary PIN:	No		
Action Comments:			

Occupant Information

Occupant Name:	DWARF, SNEEZY A	From/To PIN:	
Occupant UIN:	117-00-5940	Occupant Action:	New Hire (NH)
Occupant SSN:	000-13-0001	Occupant Dates:	09/01/2006 -

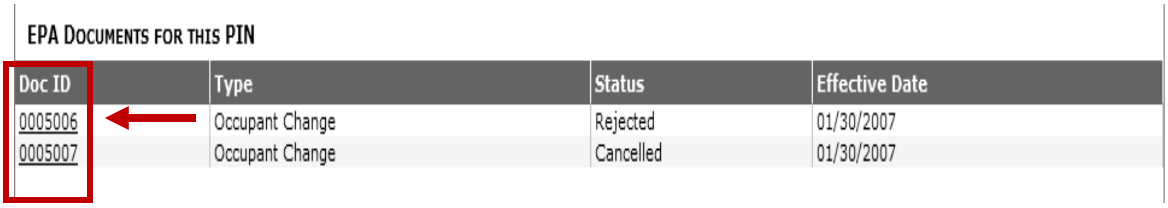
Rate Information

Percent Effort:	100.00%	Pay Type:	Normal
Pay Indicator:	Biweekly - Full time budgeted (D)	Budgeted Salary:	$41,760.00
Salary Action:	Blank - none	Hourly Rate:	$20.00

Document Details

Under the EPA Documents section for this PIN:

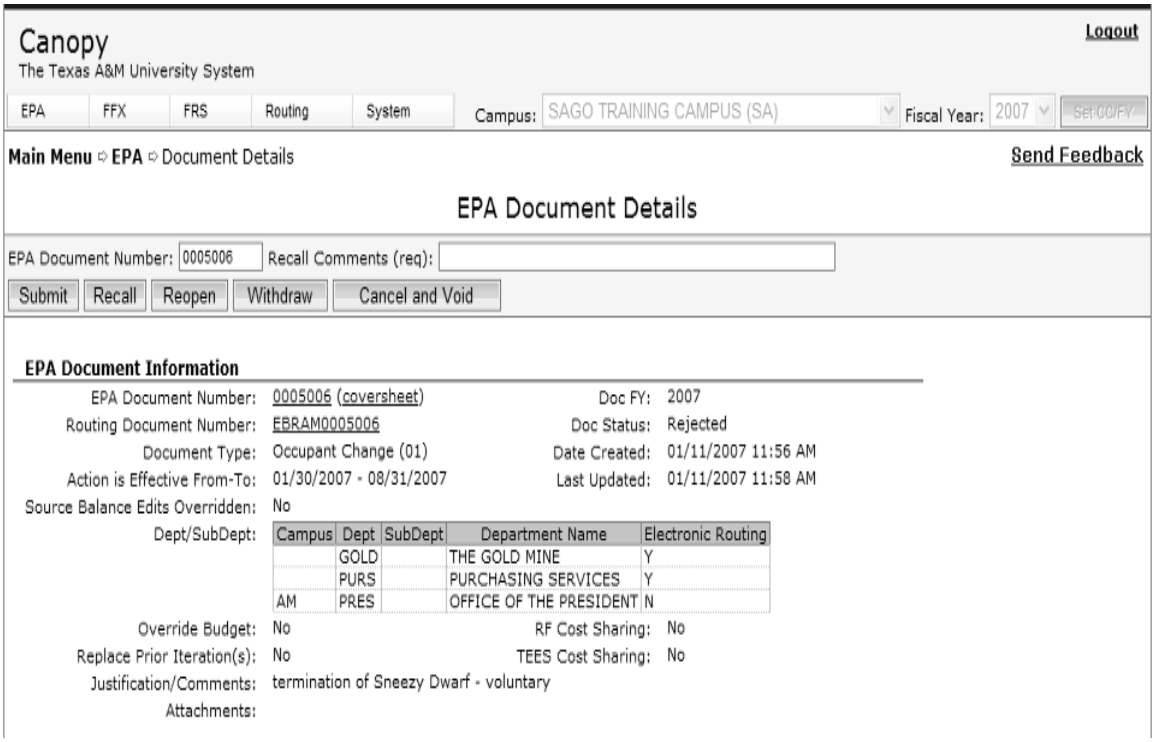
- Click the ***Doc ID*** link to view additional detail about the EPA document.



EPA DOCUMENTS FOR THIS PIN

Doc ID	Type	Status	Effective Date
0005006	Occupant Change	Rejected	01/30/2007
0005007	Occupant Change	Cancelled	01/30/2007

EPA Document detail information:



Canopy
The Texas A&M University System

Logout

EPA | FFX | FRS | Routing | System Campus: SAGO TRAINING CAMPUS (SA) Fiscal Year: 2007 Set CC/FY

Main Menu ⇨ EPA ⇨ Document Details Send Feedback

EPA Document Details

EPA Document Number: 0005006 Recall Comments (req):

Submit | Recall | Reopen | Withdraw | Cancel and Void

EPA Document Information

EPA Document Number:	0005006 (coversheet)	Doc FY:	2007
Routing Document Number:	EBRAM0005006	Doc Status:	Rejected
Document Type:	Occupant Change (01)	Date Created:	01/11/2007 11:56 AM
Action is Effective From-To:	01/30/2007 - 08/31/2007	Last Updated:	01/11/2007 11:58 AM
Source Balance Edits Overridden:	No		

Dept/SubDept:

Campus	Dept	SubDept	Department Name	Electronic Routing
	GOLD		THE GOLD MINE	Y
	PURS		PURCHASING SERVICES	Y
AM	PRES		OFFICE OF THE PRESIDENT	N

Override Budget:	No	RF Cost Sharing:	No
Replace Prior Iteration(s):	No	TEES Cost Sharing:	No
Justification/Comments:	termination of Sneezy Dwarf - voluntary		
Attachments:			

EPA Document Display Tab

Six sections (and three sub-sections) are displayed:

- EPA Document Information
  Click on the ***Routing Document Number*** link to view details about the document routing
  - Routing Notes
  - Routing History
  - Current Location/Approval Pending
  - Dept/Unit Routing Status
  - Document Held By
  - FYI Copy
- Position Information
- Occupant Information
- Rate Information
- Funding Source Lines
- Net Funding

Example of EPA Routing Document Detail:

ROUTING NOTES

>> Reason rejected on 04/10/07 by JOHNS, SCOTT M:
clear

Add Note

DOCUMENT HISTORY

Desk	Fwd Name	Office	Date	Name	Phone	Action
CREATE DSK			1/11/2007 11:58:49 AM	Wallace, Damon W	**Voided**	Submitted
SIGNER DSK		AM-GOLD MINE	3/8/2007 9:53:43 AM	Quirino, Laura I	**Voided**	Signed
SIGNER DSK		AM-PURCHASING	4/10/2007 3:08:04 PM	Johns, Scott M	979-458-6454	Rejected

CURRENT LOCATION

Desk	Fwd Name	Office	Date	Name	Phone	Status
			4/10/2007 3:08:04 PM	Wallace, Damon W	979-845-0967	Rejected to:

DEPT ROUTING

Desk	Fwd Name	Office	Date	Dept. Code	Department Name	Status
		GOLD MINE		AM-GOLD	The Gold Mine	Routing Required
		PURCHASING		AM-PURS	Purchasing Services	Routing Required
		PRES		AM-PRES	Office Of The President	Paper/Manual Routing

DOCUMENT HELD BY

No results found.

FYI COPY

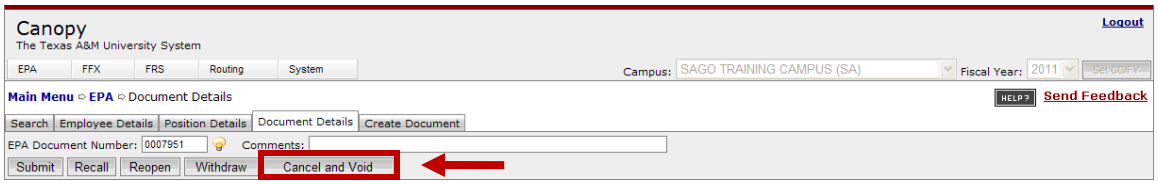
No results found.

EPA Document Update

After searching for a document and seeing the detail screen, click on the ***EPA Document Number*** link to access the document for updating.

There are five buttons available:

- Submit
- Recall
- Reopen
- Withdraw
- Cancel and Void



Five sections are displayed for an EPA document:

- Document Type and Action Buttons
- Document Information
- Position Information
- Occupant Information
- Rate Information
- Funding Sources

RECAP

EPA Document Information

EPA Document Number:	0005006 (coversheet)	Doc FY:	2007
Routing Document Number:	EBRAM0005006	Doc Status:	Rejected
Document Type:	Occupant Change (01)	Date Created:	01/11/2007 11:56 AM
Action is Effective From-To:	01/30/2007 - 08/31/2007	Last Updated:	01/11/2007 11:58 AM
Source Balance Edits Overridden:	No		

Dept/SubDept:

Campus	Dept	SubDept	Department Name	Electronic Routing
	GOLD		THE GOLD MINE	Y
	PURS		PURCHASING SERVICES	Y
AM	PRES		OFFICE OF THE PRESIDENT	N

Override Budget:	No	RF Cost Sharing:	No
Replace Prior Iteration(s):	No	TEES Cost Sharing:	No
Justification/Comments:	termination of Sneezy Dwarf - voluntary		
Attachments:			

Position Information

PIN Number:	M70006 (Budget)	Base/New Iteration:	01/02
Adloc:	02-237237 THE GOLD MINE		
Title Code:	4331 FOOD PROD BOARD MGR		
Previous Title Code:	4331 FOOD PROD BOARD MGR		
Annual Term From-To:	09/01/2006 - 08/31/2007	Annual Term Modifier:	
Position Action:	Other Action (OA)	Annual Term Months:	12.0
Assignment Dist/Cnty:		Temporary PIN:	No

Occupant Information

Occupant UIN:		From/To Pin:	
Occupant SSN:	999-99-9999	Occupant Name:	Vacant,
Previous Occupant SSN:	000-13-0001	Previous Occupant Name:	Dwarf Sneezy
Occupant in Position From-To:	01/30/2007 -	Current Occupant Action:	Voluntary Terminate (VT)
Recommended Occupant Action:	Vacant (VA)	Termination Reason:	Resignation/Reasons Unknown (59)
Employee Location:		Check Distribution:	

Rate Information

Percent Effort:	100.00%	Pay Indicator:	Biweekly - Full time budgeted (D)
Previous Percent Effort:	100.00%	Source Control:	Normal
Range/Step Code:	/		
FTE Monthly/Hourly Rate:	$20.00	Budgeted Salary:	$41,760.00
Previous Monthly/Hourly Rate:	$20.00	Previous Budgeted Sal:	$41,760.00
Salary Action:	Blank - none	Pay Type:	Normal

FUNDING SOURCE LINES

Line	Title Code	Effective Dates	Campus - Account Object Code	Acct Analysis	Pgm Code	Pct Eft	MSO/SP Flags	Monthly Pay Bud. Salary
1	4331	09/01/2006 to 08/31/2007	AM - 120001-00000 PRESIDENT'S OFFICE 1515 Sal-Sup-Staff - Clas.	5012		60.00%	S/	$2,088.00 $25,056.00
2	4331	09/01/2006 to 08/31/2007	AM - 120010-00000 STRATEGIC SOURCING 1515 Sal-Sup-Staff - Clas.	5012		40.00%	S/	$1,392.00 $16,704.00

NET FUNDING

Line	Campus	Source Account	Rqmt/Sav. Account	Type	Annual Net Amount	Iter Eff Date Net Amt	Future Net Amt	Past/Corr Net Amt
1	AM	120001-00000-1000 PRESIDENT'S OFFICE	120001-00000-1000 PRESIDENT'S OFFICE	Salary Benefits Longevity	$0.00	$0.00 ($13.31) $0.00	$0.00 ($13.31) $0.00	$0.00
2	AM	120010-00000-1000 STRATEGIC SOURCING	120010-00000-1000 STRATEGIC SOURCING	Salary Benefits Longevity	$0.00	$0.00 ($8.87) $0.00	$0.00 ($8.87) $0.00	$0.00

DOCUMENT CHANGES IN PAYROLL

No results found.

Creating a New EPA Document

Creating and Working with an EPA Document

Preparation Steps

Step 1 – Create the Document

- Set the action
  - Select the document type, occupant action, and position action
- Click the ***Create EPA Document*** button

Step 2 – Document Header

- Document Information
  - Add Attachments
- Position Information
- Occupant Information
- Rate Information
- Save Changes

Step 3 – Funding Sources

- Click ***Done***

Step 4 – Validate

Step 5 – Net Funding

Step 6 – Close the Document

Preparation Steps

If you have questions about fields on the EPA document, check the EPA Glossary at the end of this document or contact your agency payroll workstation.

Click the **PIN Disp/Start EPA** tab from the **Menu** tabs.

You have some initial questions to answer before beginning the document:

- **Is this ACTION for a Wage Position or a Budgeted Position?**
  - Wage Positions pay an hourly rate of pay and are not eligible for benefits. Wage positions have a PIN number that consists of the A&M System workstation code and the person's 9-digit Social Security Number (SSN) - format Mxxxxxxxxx.
  - Budget Positions can pay a monthly rate or an hourly rate. Budgeted positions are entitled to TAMUS benefits, provided they meet all other criteria (Percent effort, etc.).

- **Is this a New Position or am I taking action on Existing Position?**
  A few hints to make this determination:
  - New positions are positions where the PIN has not yet been created.
  - New budget or wage positions will be assigned a new PIN code.
  - If the position is vacant - you are taking an action on an existing position.

- **If this is an Existing Position - do I know the PIN number?**
  If not, you can use the Search features to find the correct PIN number.

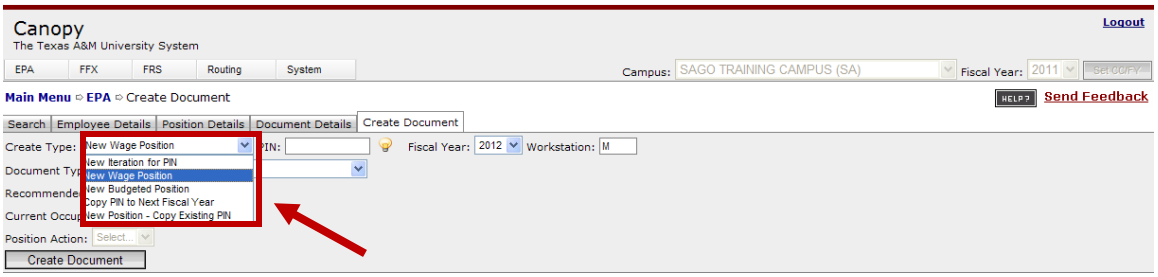
If this is a change to an existing position, make sure the position information is displayed on the page before you proceed.

Once you have the answers to these questions, you are ready to begin.

Step 1 - Create the Document

Set the Action

On the **Create Document** tab is a drop-down list of the possible ***Create Type*** actions. The following picture shows your choices.



Following is a description of each of these ***Create Type*** actions:

New Iteration for this PIN

- Use this type for either budget or wage positions.
- Use when you have an existing position (including vacant) and you want to make a change to that position.
- This can include (among other things) hiring someone into a vacant position, promoting someone into a vacant position, terminating someone from an active position, and performing a funding change to an existing position.
- Ensure you have the position on which you are performing the action currently visible.

New Wage Position

- Use this type only for wage positions.
- Use when you are hiring someone into a wage position.

New Budgeted Position

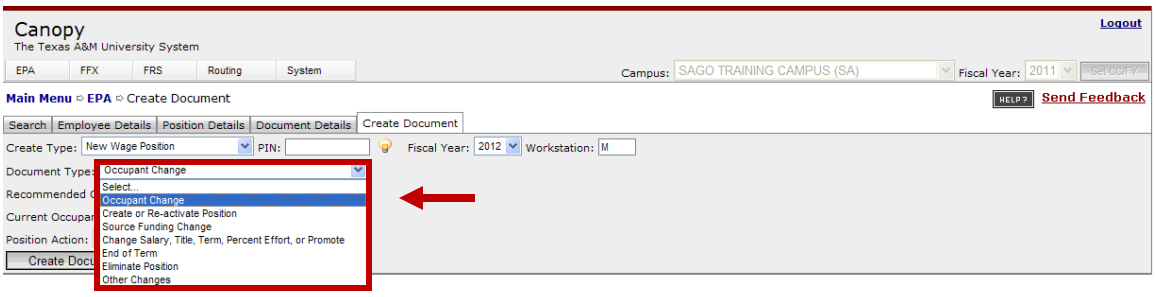
- Use this type only for budgeted positions.
- Use when you have all appropriate authorization for the new position.
- Note - most new hires will fall into one of the first two actions - not this one.

New Budgeted Position - as copy of this position.

- This position is like New Budgeted Position in that it exists only to save you some data entry.
- Instead of starting with a blank form, the form will be filled out with data from a similar position.
- The position that is currently visible is the position like the position you are creating.

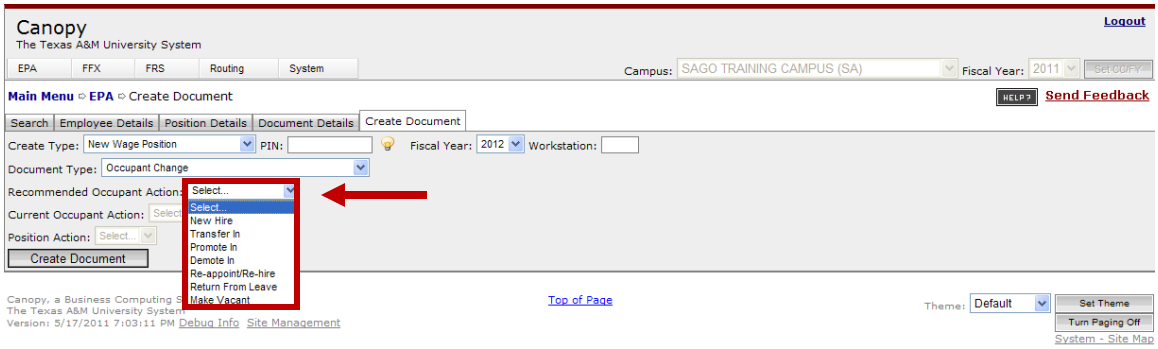
Select the Document Type

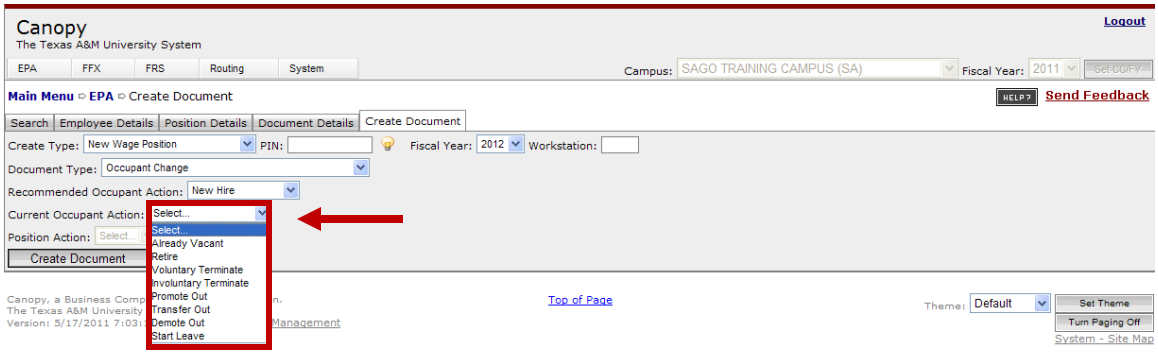
After making the appropriate selection above, you will see the following page, which shows your choices. Choose the document type from here.

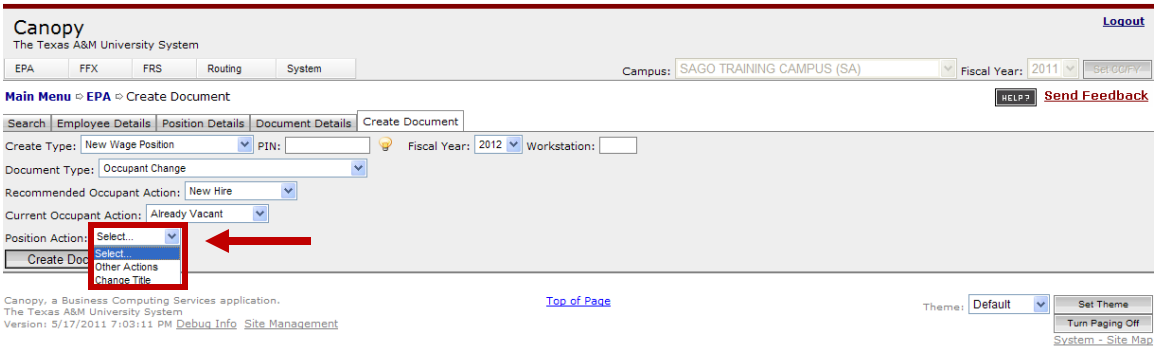


CANOPY system walks you through the different document types. Note that the document types and position actions are different for Wage and Budget positions. If the actions you see do not make sense, you may have made the wrong selection in Step 1.

Example of entry for a WAGE Position - Hiring a new employee into a new wage position.





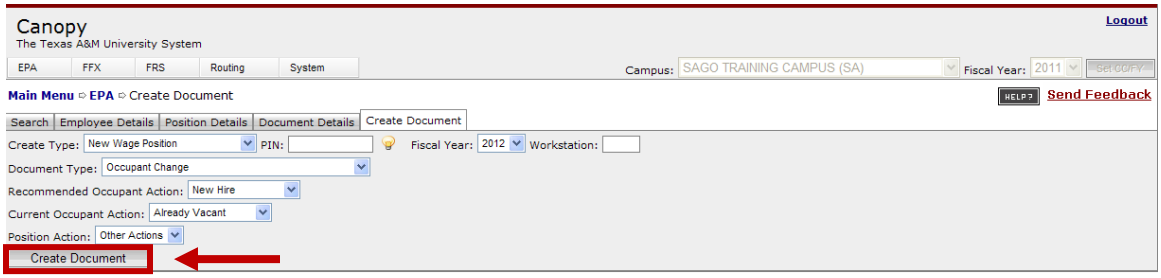


Select Recommended Occupant Action, Current Occupant Action, and Position Action

The drop-down lists for the ***Recommended Occupant Action***, ***Current Occupant Action***, and ***Position Action*** are **different for wage and budget positions.** Choose the appropriate action for your situation.

Create the Document

If you are satisfied with what you see, click the ***Create Document*** button to finalize the create step.



Step 2 - Document Header

The document header is comprised of the sections of the EPA that are non-repeating:

- Document Information
- Position Information
- Occupant Information
- Rate Information

Document Information

Justification/Comments

The ***Justification Comments*** field accepts 10 lines of up to 74 characters each.

Improved Attachments Capability

Allow document approvers and the processing office a method to efficiently manage attachments on EPA documents.

- Attachments can be added by approvers while the document is awaiting their approval.
- Approvers may only delete documents they added themselves.
- Upon Reject to Creator, the creator can add additional attachments or remove any attachments present.
- Processing office approvers have full access to attachments prior to Final Approval.
- Upon Final Approval, attachments cannot be removed.

Enriched attachment tracking including the addition of Added By, Added Date, Deleted By and Deleted Date allow users to easily track the attachment history of an EPA document.

Enhancanced availablility of the "Delete" option for documents, approvers at any stage in the EPA routing process may Add or Delete documents, deletion options will be limited to only the user who originally added the document. The processing office will have the ability to add or delete any documents giving that function the final review of attachments.

Once the EPA has received Final approval, the attachments may not be modified on the document.

Add attachments

You may attach electronic document to the EPA document. These attachments will be stored along with the EPA document and will be viewable by anyone who has rights to view EPA document for you department. Authorized employees in the Central Payroll and business offices will also be able to view these documents.

Documents must be in PDF format and are currently limited to 1 megabyte.

Position Information

Annual Term Modifier and Annual Term Months

Annual term months can be modified if the annual term modifier is "D." For all other annual term modifiers, the Annual Term Months will be calculated and replace whatever you enter.

Title Codes and Document Forms

The title code choices will vary by Member.

For example, for TAMUC (cc21):

EWR – Wage Form – All wage pins get set up as EWR
EGR – Grad – Budget pins with title code of 7000 or higher and faculty rank of "0"
EBR – budget – all other budget pins

Grad Assistant and Object Codes
combination of Title Code, Pay Indicator, and Object code is not valid
Rules vary by Member

Occupant Information

Rate Information

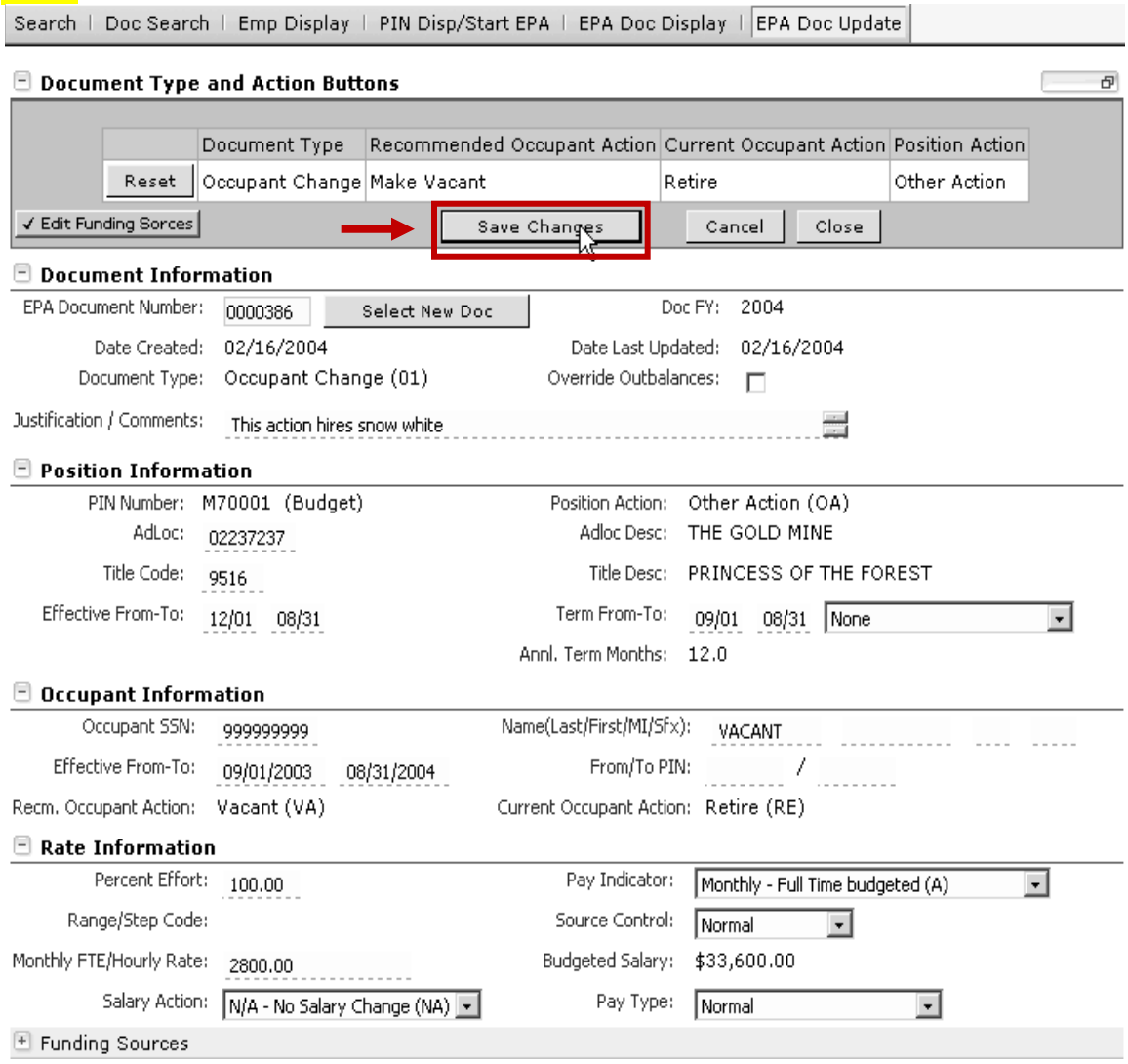
Wage Positions and Percent Effort

Wage Positions do not have a **percent** effort as they are only paid for the hours they work.

Save Changes

When you are finished entering, don't forget to click the ***Save Changes*** button as shown below:

RECAP



Roll to New FY Flag

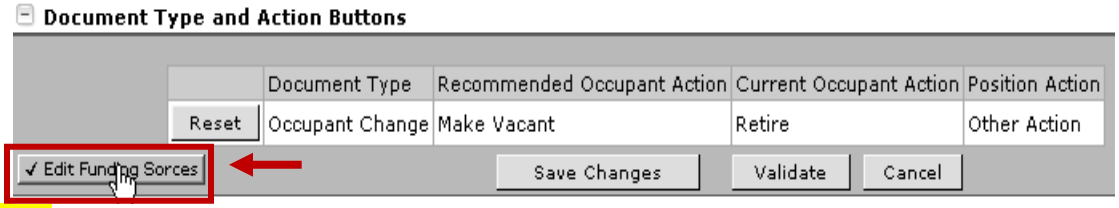
There is a flag named ***Roll to New FY,*** which is only displayed and available between the time when the Prep Budget is rolled to Active and the Beginning of the New Fiscal Year. When payroll changes occur after the budget process, this new flag will automatically copy the new EPA into both years to eliminate double entry. If this flag is set to YES when the EPA reaches BPP, a new iteration will be created in both the old fiscal year and the new fiscal year.

Step 3 - Funding Sources

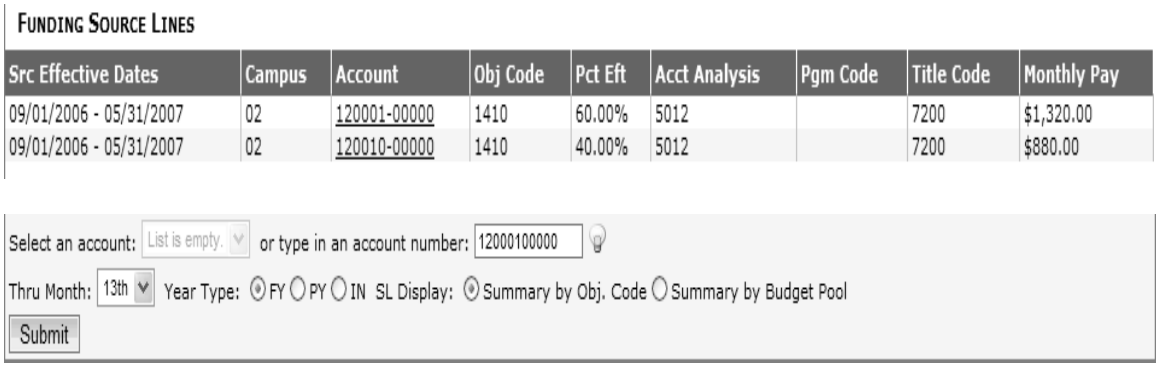
Edit funding source lines

Once the document header has been saved, navigate to the funding source part of the document. Click the ***Edit Funding Sources*** button.

RECAP



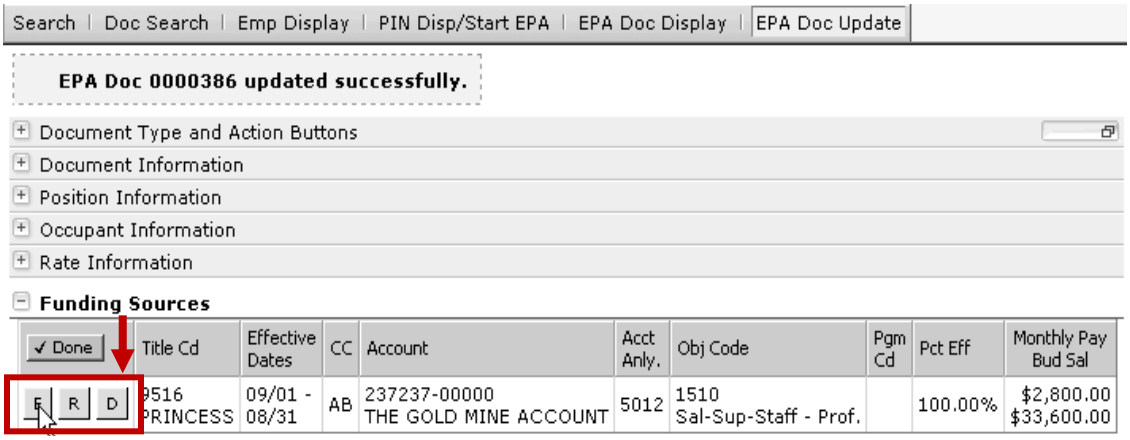
RECAP



The funding buttons are as follows:

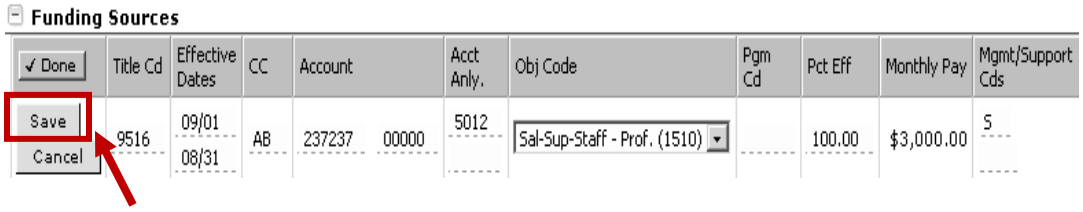
- ***E*** - Edit this funding source line
- ***R*** - Replicate (make copy) of this funding source line
- ***D*** - Delete this funding source line

RECAP



Make the necessary changes to the funding line(s) and click the ***Save*** button.

A check box is provided, allowing you to specify whether funds used on a document are being cost-shared against a TEES project. This box is an information only box, but it will send a copy of the document to the TEES financial system for documentation.
RECAP

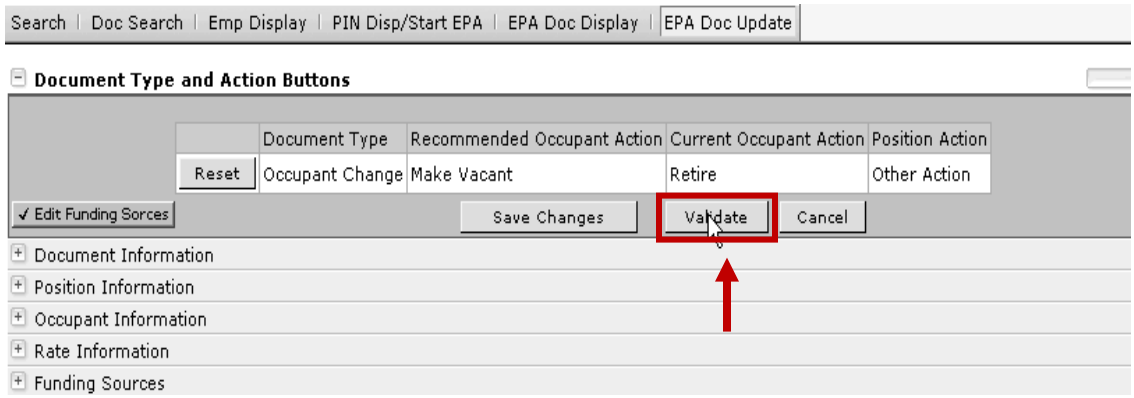


When you have finished with your changes to the funding source(s), click the ***Done*** button.

Step 4 - Validate the Document

You are now ready to validate the document. Validating the document "crosschecks" the information on the document header and the funding source section.

Click the ***Validate*** button.
RECAP



Step 5 - Net Funding

> If the document changes the funding requirements for any account in this fiscal year, you will see the **Net Funding** section of the document. If there are no changes, you will not see this section.

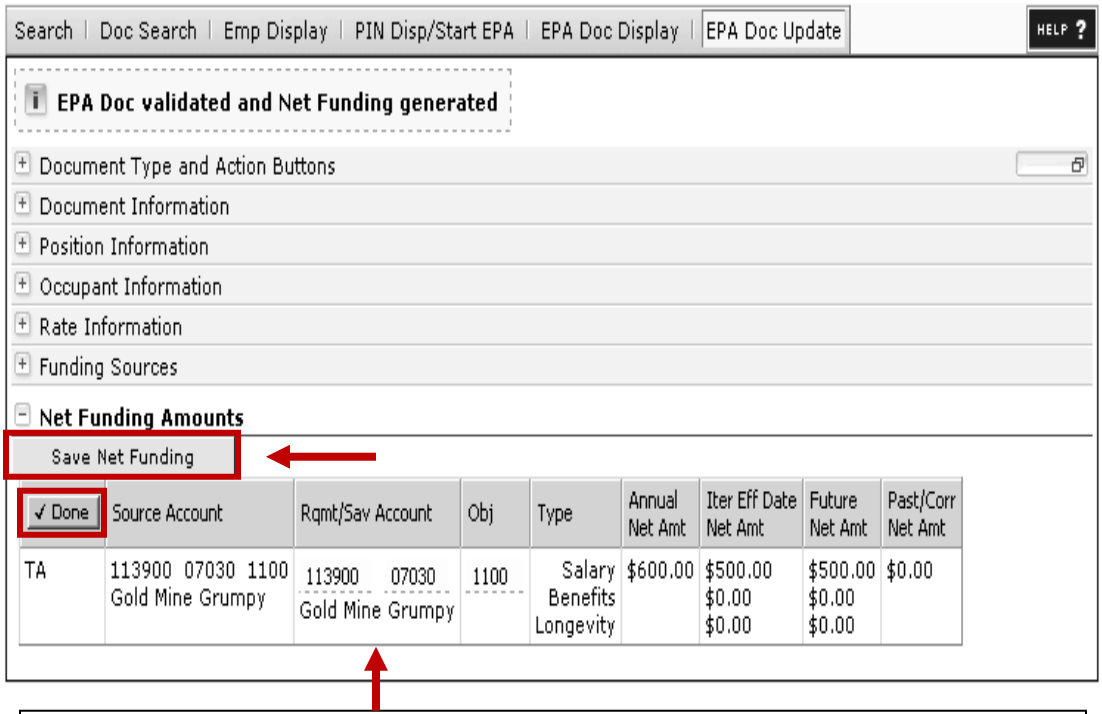
Net Funding is not generated for Wage Positions. Encumbrances are not posted for Wage Positions.

You may change the requirement accounts as necessary. If you change the accounts, click the ***Save Net Funding*** button.

The Net Funding display includes calculations for benefits and longevity.

Net Funding edits stop documents from being processed if sufficient budget is not available. There is a field in the Document Information section of the Document Header that can be used to override the budget.

When you are finished, click the ***Done*** button.
RECAP



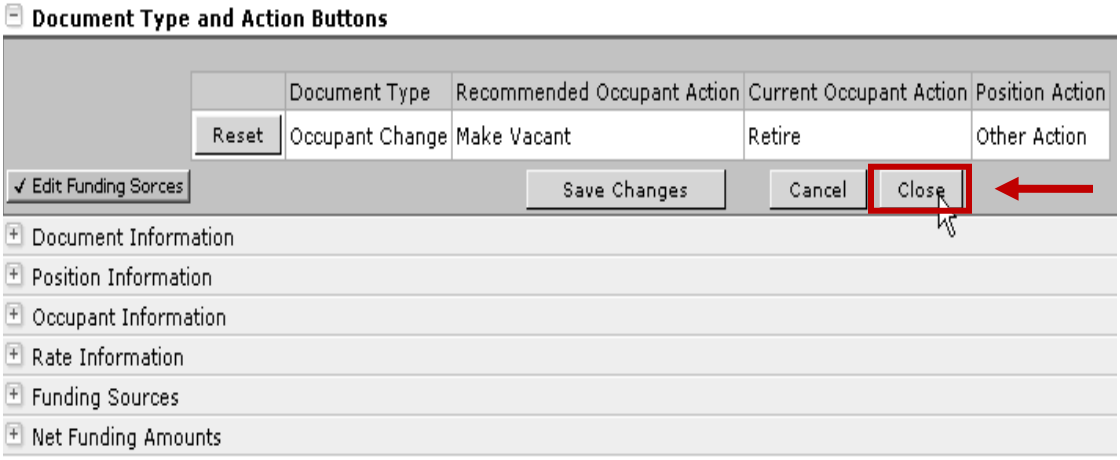
If change is positive, the ***Rqmt/Sav Account*** field displays the source account, but this account can be overwritten by another account of your choice.

If the change is negative, the ***Rqmt/Sav Account*** field is protected and displays the account on FAMIS Screen 8. If the field on FAMIS Screen 8 is blank, then the source account is displayed. To make a change to this account, you must do a Budget Transfer.

Step 6 - Close the Document

The document is now ready to be closed and submitted to Routing & Approvals. The encumbrances post to FAMIS when the EPA document is closed.

Click the ***Close*** button.
RECAP

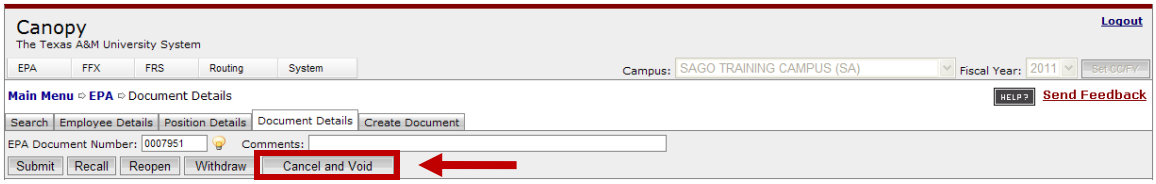


Cancel or Withdraw an EPA Document

Cancel an EPA Document

An EPA document can be canceled at any time during the process, provided the document has not been submitted.

To cancel an EPA document, click the ***Cancel and Void*** button.



Withdraw an EPA Document and Iterations

Authorized users in the payroll office see a button on the **EPA Doc Display** page that allows them to withdraw the EPA document.

This action will change the status of the EPA document to "Withdrawn" and also withdraw the iteration from the position in BPP. The iteration prior to the iteration being withdrawn will now become the currently active iteration.

To be given rights to see (and use) the ***Withdraw Document*** button, you must have FAMIS entity update rights to all documents for your institution and also must be currently assigned to a final approval desk in the routing path for the payroll office.

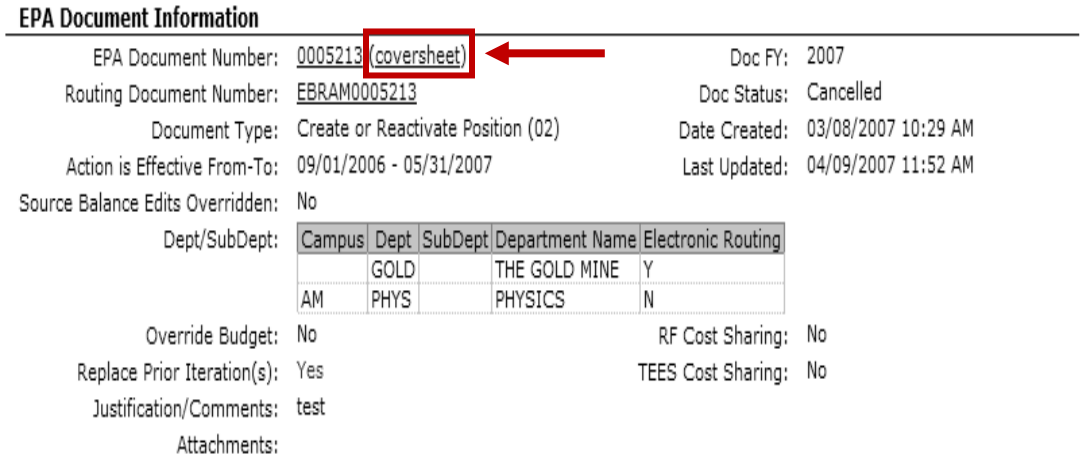
It is recommended that this feature be used by the payroll office for all iterations created by the EPA documents.

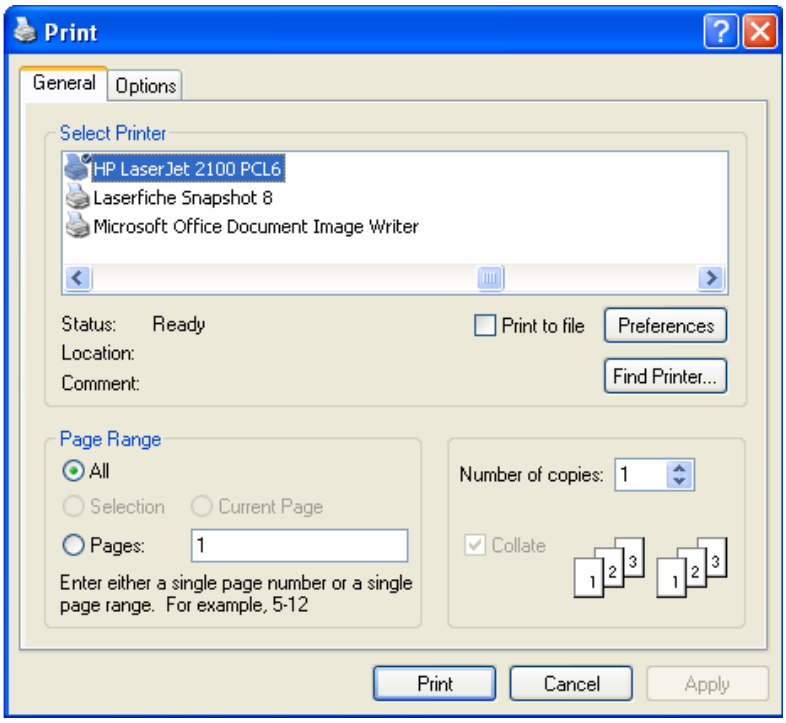
Printing EPA Documents

Printing an EPA document

Click on the ***Coversheet*** link to print a copy. The print dialog box will appear and you may select options before clicking on the ***Print*** button.

RECAP





RECAP

EPA Document Coversheet

EPA Doc Number: 0005213
Doc FY: 2007
PIN Number: M70005 (Budget)
Dept/Sub:

Campus	Dept	SubDept	Department Name	Electronic Routing
	GOLD		THE GOLD MINE	Y
AM	PHYS		PHYSICS	N

Occupant Name: Dwarf, Bashful A
Adloc: 02-237237 THE GOLD MINE
Title Code: 7200 ASSOCIATE PROFESSOR

If you experience problems printing an EPA document, you may need to make some adjustments to your settings.

- Using Internet Explorer, go to FILE, PAGE SETUP.
- Set your margins to .25 for both the right and left margins and .5 for your top and bottom margins.
- If you still have problems, you can switch the layout of the page to LANDSCAPE.

Routing EPA Documents

EPA documents route through FAMIS Routing & Approvals. EPA documents route through the Routing & Approvals of any TAMUS Member using FAMIS who is impacted by the funding entered on the document. The electronic office associated with a department both determines the routing paths and controls who gets the document at each approval desk. Departments will only be added once.

Discarded notification and FYI actions will not appear by default in your outbox. You may see the discarded items by checking the ***Include Discards*** box.

General Routing Rules for EPA documents

ADLOC

- Always routes to the department associated with the ADLOC. The BPP table "UI" will list this connection. This can be seen (displayed only) on Screen 861 in FAMIS (go to BPP for changes).
- When the EPA includes an ADLOC change, the recommended ADLOC department is also added.

Budget PINS

- Budget pins route to departments on the accounts from the "Net Funding" lines.
- When it is an "08" line, the department listed on the TEES project is used (BPP "UP" table).

Wage PINS

- Wage pins route to departments associated with each Funding Source line. However, if a source line on the new document was on a prior iteration AND the hourly rate is the same, this is skipped. The account or amount must be different from previous iteration (because there is no net funding.)
- 'Optional Routing' section on the EPA Document allows you to add "Additional Accounts Routing;" the document will route through the department path for department tied to those accounts.
- Other departments may be added for TEES projects and Research Foundation:

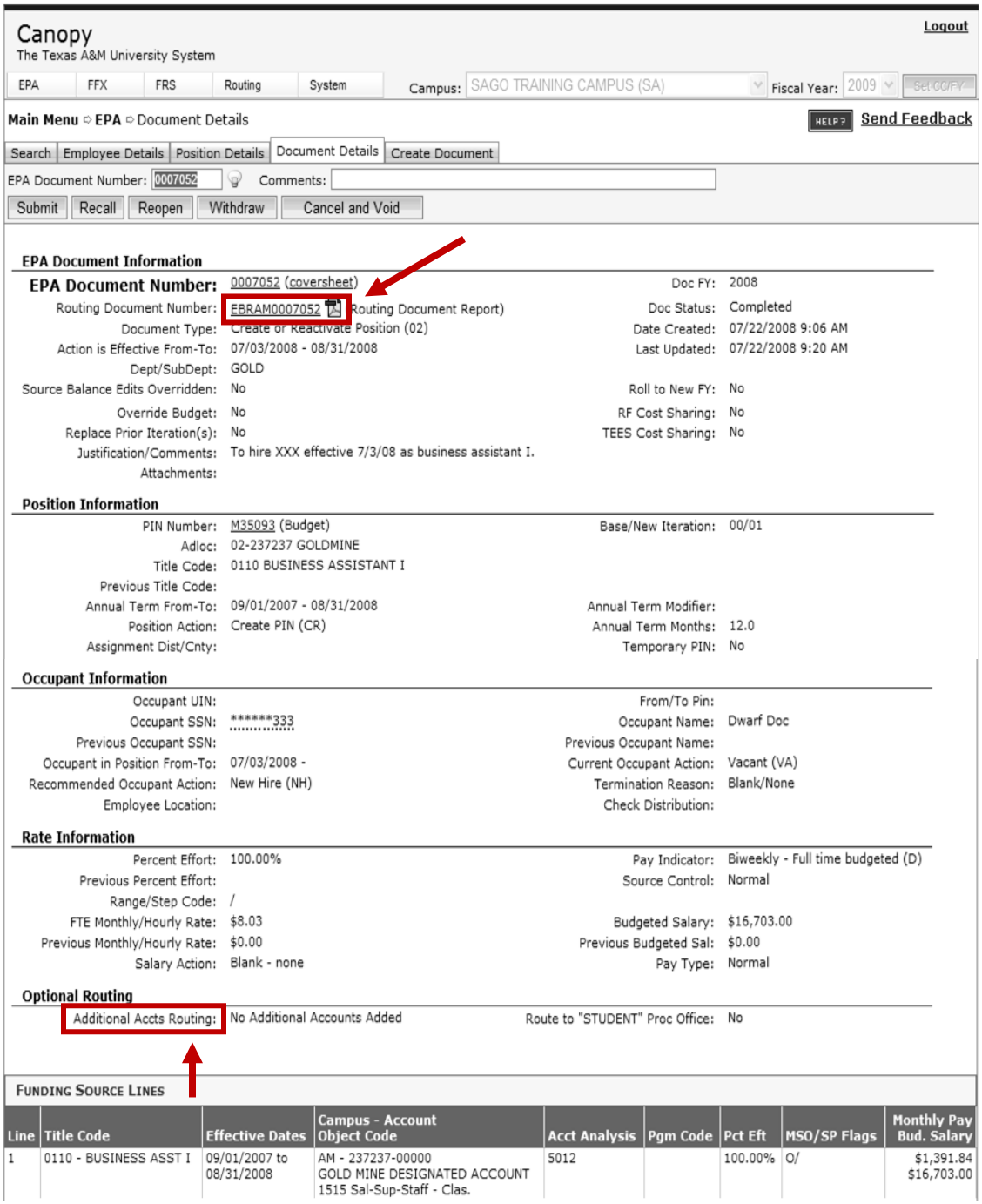
  TEES – when TEES Cost Sharing on EPA form is checked, the departments of the funding source accounts are included in routing. When it is TEES (CC 08) the department listed on the TEES project is used (Screen 861 "UP" table).

  Research Foundation – When a source line has dept "RSFN" (or the Health Science Center department "9000"), that department is added to the routing.

  - If the TEES project is "32526", document routes to department "RSFN".
  - If RF Cost Sharing is checked on the document, department "RSFN" is included in the routing.

To see the Routing Document for an EPA document, click on the ***Routing Document Number*** link.

RECAP



The **Optional Routing** selections are displayed here.

CROI Routing Features

The CROI committee requested multiple enhancements to improve the routing and approvals features, attachment capabilities and notes capabilities of an EPA document as related to research accounts on these documents.

Features Summary

- Research Over 90 day routing on EPAs
- Attachment improvements:
    - Add/Delete Attachments throughout the routing lifespan
    - Add/Delete Attachments in the Processing Office

EPA Research and/or Research Over 90

Enable all research related EPAs that are over the "90 day" rule to route to additional approvers, such as the college Dean or System Member review/auditors.

This has been accomplished by adding a *NEW* document category to the routing path setup and will require each System Member, or each college's E-Office Managers, to maintain additional routing paths on Screen 925 and Screen 926 in FAMIS. Documents meeting the requirements of the over 90 routing will automatically route for approvals on the new path.

EPA Research rule: EPA documents meeting any of the following conditions qualify as research for routing purposes:

(1) Documents with SRS accounts on either old or new iteration source lines.
(2) Documents with Cost Share accounts on old or new iteration source lines.
(3) Documents where the EPA Header has RF cost share checked.
(4) Documents where the SL or SA accounts used have Sponsored Project data in fields on Screen 9, such as THECB, NSF Category, and CFDA.
(5) Documents where the SL has an associated sponsor and at least one Sponsored Project data field on Screen 9, refer to Line 4 above.
(6) SA has a sponsor associated with the account, and at least one of the Sponsored Project data fields on Screen 59.

EPA 90 Day rule: EPA must have a Net Funding prior period adjustment to qualify for this rule.

- Net Funding that includes prior period adjustments will appear highlighted as "Manual correction required."
- The Source Line(s) responsible for the Net Funding will be validated for the Effective Begin Date. The date the EPA is CLOSED will be compared to the source line effective date.
- The prior period adjustment falls under the 90 day rule.

If both EPA rules apply, the system will automatically mark the EPA with the new routing category - ***Research90.***

The "RSFN" department will be automatically added to the routing path when:

- RF Cost Share is checked
- Net Funding is on SRS accounts SRS-flag=Y
- Net Funding account is in HSC department 9000
- Net Funding account is in TEES project 32526

Research90 is a combination category representing SRS administered Research or NON-SRS administered research and over 90 days. A single routing document could have combinations of the following elements:

- SRS Research Only
- Non-SRS research System Member administered projects – all sponsors
- Over 90 day rule

Routing Enhancements

EPA Routing Summary

EPA documents route through FAMIS Routing & Approvals. EPA documents route through the Routing & Approvals of any TAMUS Member using FAMIS who is impacted by the funding entered on the document. The electronic office associated with a department both determines the routing paths and controls who gets the document at each approval desk. Departments will only be added once.

Discarded notification and FYI actions will not appear by default in your outbox. You may see the discarded items by checking the ***Include Discards*** box.

The document forms for Employee Payroll Action are as follows:

EBR	Employee Budget Request
EWR	Employee Wage Request
EGR	Employee Graduate Assistant Request
E**	All EPA Forms route via a shared path

These forms are important for the correct routing of the documents. The CANOPY Routing & Approvals uses the existing structures built in the FAMIS 3270 screens to route documents.

General Routing Rules for EPA documents

ADLOC

- Always routes to the department associated with the ADLOC. The BPP table "UI" will list this connection. This can be seen (displayed only) on Screen 861 in FAMIS (go to BPP for changes).
- When the EPA includes an ADLOC change, the recommended ADLOC department is also added.

Budget PINS

- Budget pins route to departments on the accounts from the "Net Funding" lines.
- When it is an "08" line, the department listed on the TEES project is used (BPP "UP" table).

Wage PINS

- Wage pins route to departments associated with each Funding Source line. However, if a source line on the new document was on a prior iteration AND the hourly rate is the same, this is skipped. The account or amount must be different from previous iteration (because there is no net funding.)

- 'Optional Routing' section on the EPA Document allows you to add "Additional Accounts Routing;" the document will route through the department path for department tied to those accounts.
- Other departments may be added for TEES projects and Research Foundation: **TEES** – when TEES Cost Sharing on EPA form is checked, the departments of the funding source accounts are included in routing. When it is TEES (CC 08) the department listed on the TEES project is used (Screen 861 "UP" table).

  Research Foundation – When a source line has dept "RSFN" (or the Health Science Center department "9000"), that department is added to the routing.

  - If the TEES project is "32526", document routes to department "RSFN".
  - If RF Cost Sharing is checked on the document, department "RSFN" is included in the routing.

Research

Based on Screen 926 PF9 flags and settings, routing will attempt to locate a route path containing "+R" for EPAs which meet the research criteria based on these flags. Member routing will occur by use of the existing route paths defined on Screen 926 for the Payroll Processing Office.

EPA Research and/or Research Over 90

Enable all research related EPAs that are over the "90 day" rule to route to additional approvers, such as the college Dean or System Member review/auditors.

This has been accomplished by adding a *NEW* document category to the routing path setup and will require each System Member, or each college's E-Office Managers, to maintain additional routing paths on Screen 925 and Screen 926 in FAMIS. Documents meeting the requirements of the over 90 routing will automatically route for approvals on the new path.

EPA Research rule: EPA documents meeting any of the following conditions qualify as research for routing purposes:

(1) Documents with SRS accounts on either old or new iteration source lines.
(2) Documents with Cost Share accounts on old or new iteration source lines.
(3) Documents where the EPA Header has RF cost share checked.
(4) Documents where the SL or SA accounts used have Sponsored Project data in fields on Screen 9, such as THECB, NSF Category, and CFDA.
(5) Documents where the SL has an associated sponsor and at least one Sponsored Project data field on Screen 9, refer to Line 4 above.
(6) SA has a sponsor associated with the account, and at least one of the Sponsored Project data fields on Screen 59.

EPA 90 Day rule: EPA must have a Net Funding prior period adjustment to qualify for this rule.

- Net Funding that includes prior period adjustments will appear highlighted as "Manual correction required."

- The Source Line(s) responsible for the Net Funding will be validated for the Effective Begin Date. The date the EPA is CLOSED will be compared to the source line effective date.
- The prior period adjustment falls under the 90 day rule.

If both EPA rules apply, the system will automatically mark the EPA with the new route path containing the **+R.**

The "RSFN" department will be automatically added to the routing path when:

- RF Cost Share is checked
- Net Funding is on SRS accounts SRS-flag=Y
- Net Funding account is in HSC department 9000
- Net Funding account is in TEES project 32526

Research over 90 is a combination category representing SRS administered Research or NON-SRS administered research and over 90 days. A single routing document could have combinations of the following elements:

- SRS Research Only
- Non-SRS research System Member administered projects – all sponsors
- Over 90 day rule

EPA Routing Setup Steps:

1) Screen 926 – EPA Office

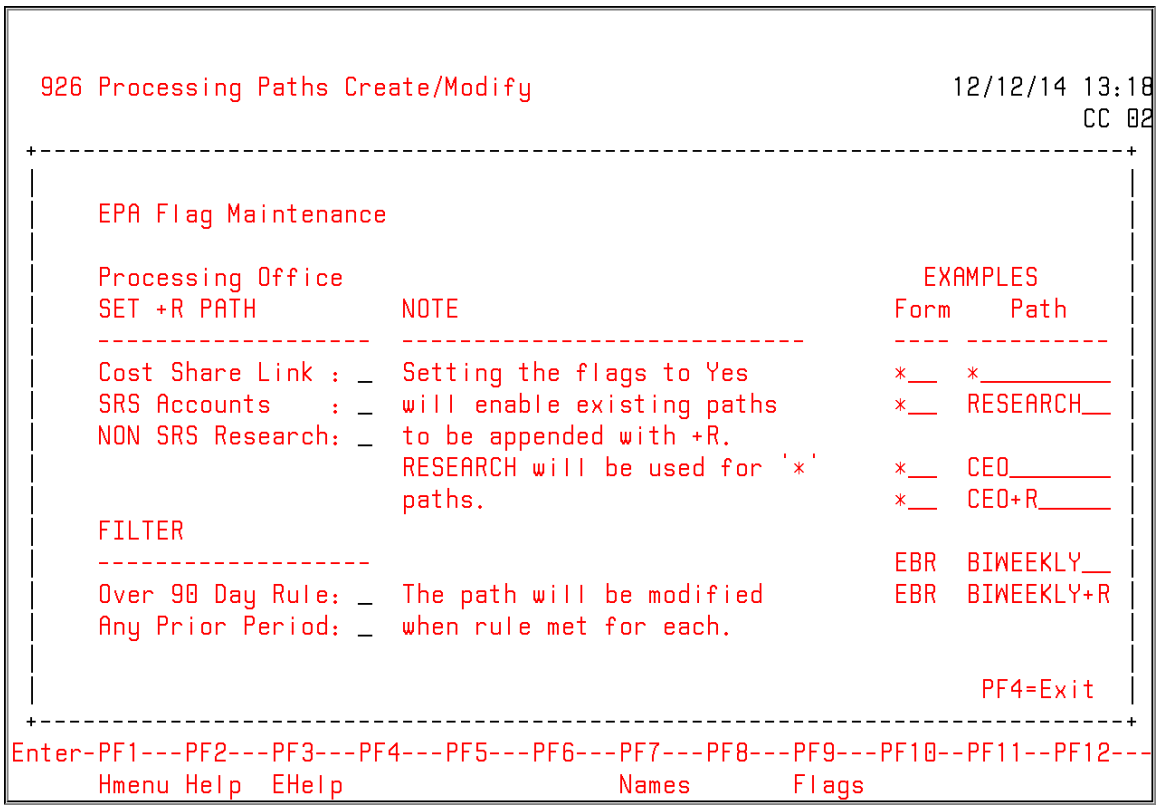
Your EPA Office will get all EPAs, the docs that contain Research can be routed down a new "+R" path. You will need to duplicate all existing paths and create "+R" entries. An extra approver desk should be added as the FIRST desk on each of these new paths. The new approval desk will hold your campuses research admin/oversight department (HSC's VPR folks). Since there are only 4 desks allowed, it is very possible that you have already used all 4 desk slots. Existing Desks may have to be combined, for example, you might be able to collapse multiple FYI-only desks into a single FYI-desk to free up a slot for the audit team).

- **Screen 922** – add your new *research admin* approval desk

- **Screen 926** – Update your "C+G" path by adding your new research admin approval desk

Screen 926 – PF9 - EPA flags

These flags control whether or not an EPA will route down the "+R" path, based on CROI recommendations.



Cost Share Link
When Cost Share Accounts exist on the old or new account on a DCR and the Cost Share Link is set to "Y", the Research routing will be added to the document.

SRS Research Flag
When the old or new account on an EPA is flagged as SRS, the Research (+R) routing will be added to the document.

NON SRS Research

Over 90 Day Rule

The date the DCR is closed and routed for approval is compared to the original items posting date. Items posted 90 or more days ago are considered Over 90. SRS has devised a control table for the Over 90 rule, see below:

Month Expense Originally Posted	**Over 90 Days**
May	September
June	October
July	November
August	December
September	January
October	February
November	March

December	April
January	May
February	June
March	July
April	August

2) Set Up 926 PATHS

Your EPA Office will receive all EPAs as they have in the past. The documents that contain research related funding may now be routed down a new "+R" path. You will need to create the new paths on the processing office (Screen 926) and populate with the appropriate approvers.

An additional approver desk should be added as the FIRST desk on each of these new paths. The new approval desk will hold your campuses research admin/oversight department (HSC's VPR group).

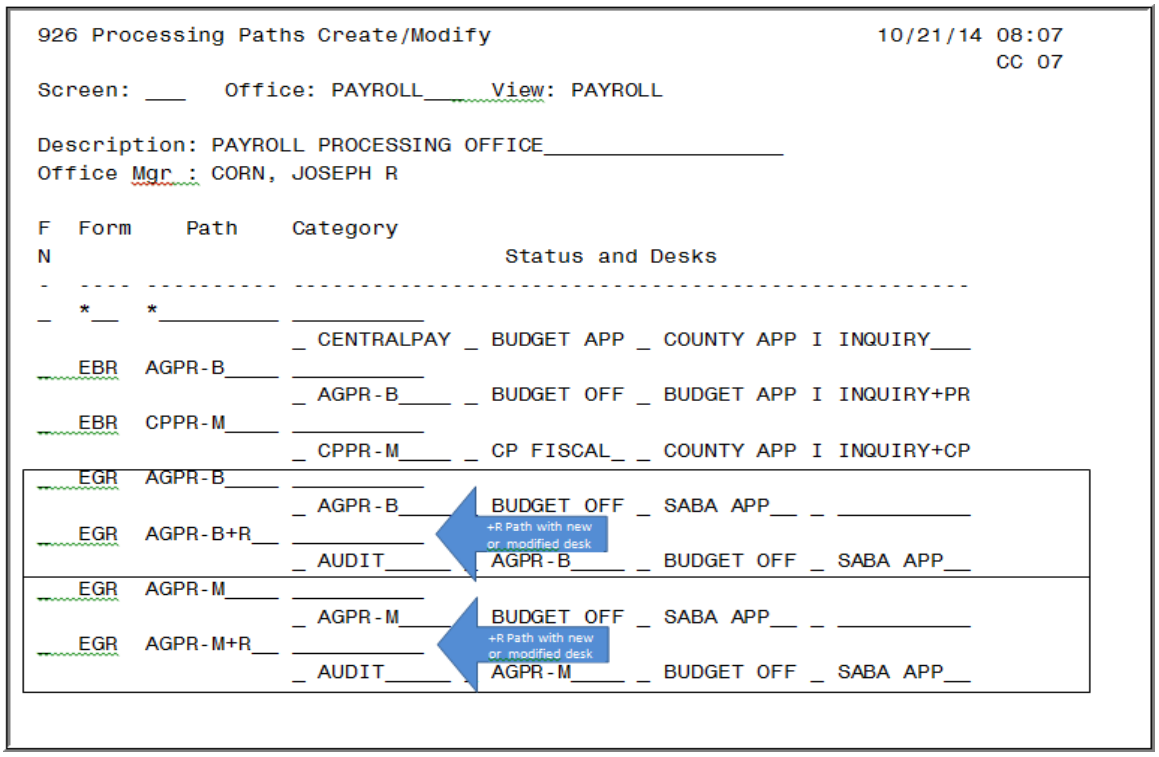
You may need to combine functions on desks if this causes your path to exceed the 4 desk limit.

- **Screen 922** – add your new *research admin* approval desk

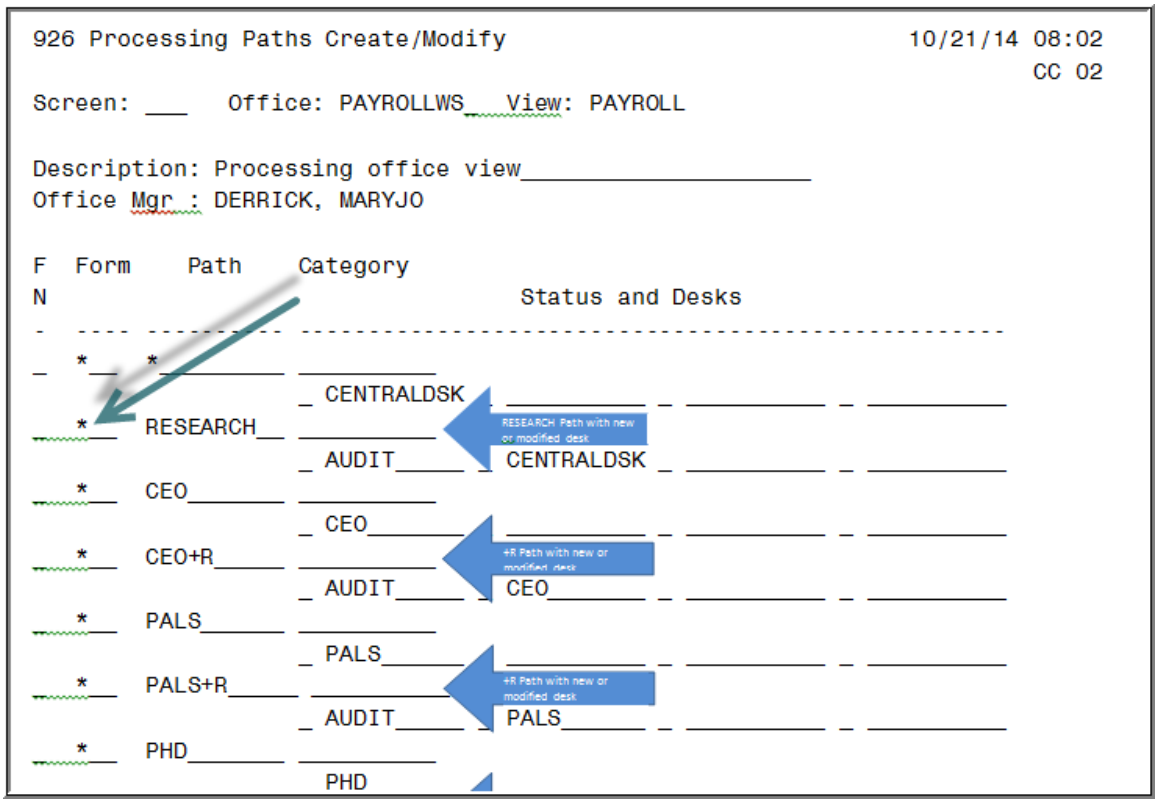
- **Screen 926** – add duplicate paths for each adding "+R" or for '*' paths making "RESEARCH" paths
  - **EXAMPLE: Processing office currently <u>without</u> the optional +R paths**
  -

```
926 Processing Paths Create/Modify                          12/12/14 13:23
                                                                    CC 07

Screen: ___   Office: PAYROLL___  View: PAYROLL

Description: PAYROLL PROCESSING OFFICE____________________
Office Mgr : CORN, JOSEPH R

F  Form    Path    Category
N                                Status and Desks
-  ----  ---------- ------------------------------------------------
_  *__   *_________ __________
                    _ CENTRALPAY _ BUDGET APP _ COUNTY APP I INQUIRY___
_  EBR   AGPR-B____ __________
                    _ AGPR-B____ _ BUDGET OFF _ BUDGET APP I INQUIRY+PR
_  EBR   AGPR-M____ __________
                    _ AGPR-M____ _ BUDGET OFF _ BUDGET APP I INQUIRY___
_  EBR   CPHS-B____ __________
                    _ CPPR-B____ _ HUMAN SCI_ _ COUNTY APP I INQ+CP+PR_
_  EBR   CPHS-M____ __________
                    _ CPPR-M____ _ HUMAN SCI_ _ COUNTY APP I INQUIRY+CP
   *** Press <ENTER> to view more entries ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Hmenu Help  EHelp                  Names       Flags
```

  - **EXAMPLE: Processing office with the optional +R paths added for the EGR forms**



- **EXAMPLE: Processing office with the optional +R/RESEARCH paths added for all existing paths**



Department Routing

The EPA document routes through:

- The department of the Adloc of the current position as displayed on the Adloc Table (Screen 306) in BPP.
- The department for each of the Funding Source Accounts
- The department for each of the Requirement Accounts

Optional Routing:

- Under the **Optional Routing** Section, you have the ability to route EPA documents to "other" departmental routing based on the entry of an extra account; by entering an account, the EPA document proceeds to the department routing for that account.

Executive Level Routing

The EPA document routes through any Executive Level routing required by the department.

Processing Level Routing

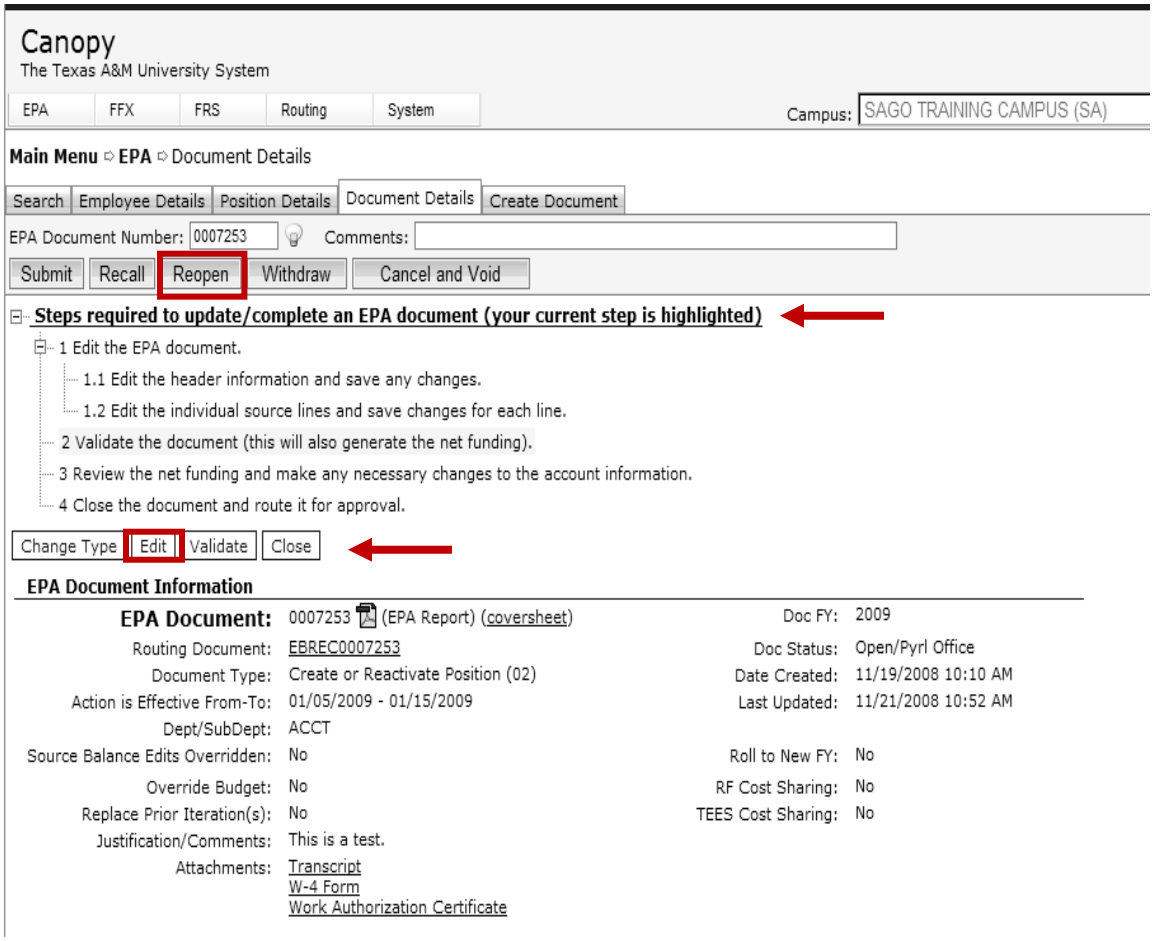
The EPA document chooses its Processing Office path based on one of the following:

- the form (EWR, WBR, EGR)
- Monthly or Biweekly payroll flag (field) stored in BPP. Pay Indicator values of A-C are Monthly, all else is Biweekly
- Adloc Screen 306 in BPP where the path name is stored in a field. You can see this on Screen 861 in FAMIS.
- Student Path is chosen based on two criteria:
  a. ***Route to Student Proc Office*** is set to YES on the EPA document
  b. EPA document uses a student title code

Special Revision Access

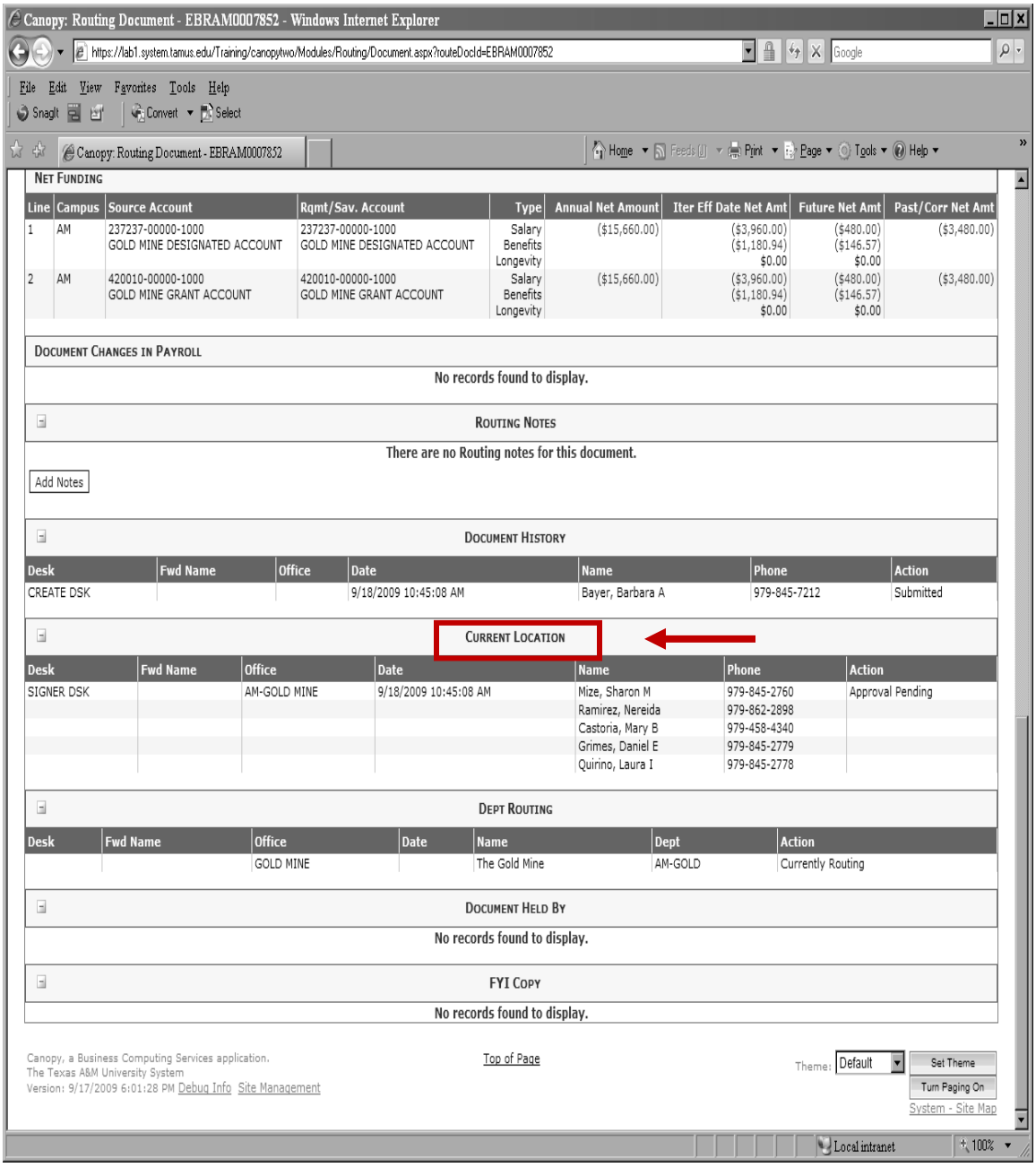
Special access to make changes to EPA documents has been granted to persons on desks in the EPA Processing Office. **The document must be in the Processing Office and in Open status.** You must click the **REOPEN** tab to open the document.

RECAP



When you open the document, the section displays that allows you to ***EDIT*** a document.

Routing History is shown on the Routing Document.
RECAP



You can see the Current Location of the document as it routes through the paths.

Security and Access Notes – EPA Documents

Your access to information is set by your FAMIS security administrator. Depending on your access rights, you may view, modify, and create documents within this module.

Access to EPA on the Web

Entrance to EPA from Home Page

- Must have EPA entity (EPDOC or E***) in FAMIS security

EPA Employee Search

- Access to a person's record from employee search is based on a match between the user's entity security and the Adloc/dept of the person the user is trying to select.

EPA Position Search

- Access to the record for a position from the position search is based on a match between the user's entity security and the Adloc/Dept of the position they are trying to access.

Changes to an EPA Document

Budgeted PINs

- A person must be granted security rights to create or change documents for an Adloc.

Wage Position

- Any department can add sources or drop sources for a Wage PIN. This accommodates the movement of wage employees between Adlocs.

- For wage PINs, any person with access to any Adloc in the Workstation of the Wage Position can initiate a change source of funds for a Wage PIN. For example:

> **Wage PIN M800001244 (John Doe) is Adloc'd to the Library**
>
> John Doe takes an evening position with Athletic Department.
>
> The Athletic Department can initiate a change source of funds action on this existing Wage Position.
>
> It cannot, however, view the pay rate on the Library source.

EPA Screens and Entity Control

New Screens

755 Summary by PIN (Display only)
756 Detail by PIN (Display only)
757 Summary by SL (Display only)
758 Detail by SL (Display only)

753 Budgeted Position Encumbrance Adjustment
754 Wage Position Encumbrance Adjustment

Existing Screens

770 By Person
771 By Account
772 Detail Voucher
773 By Cycle
779 Detail Person Record

Entity Control

EPDOC
Web entry

EPHIST
Inquiry for 755 through 758, and 770's

EPENC
Update for 753/754

E*******
All entry and inquiry

Active Budget Processing

BPP System

Updating the A&M System Active Budget through the BPP 3270 screens continues to be available. Regardless of input method, BPP System Active Budget Update documents are available and processed each night for all Active Budget updates posted during the business day.

When entries are made directly into the BPP System via the 3270 screens process by payroll workstation personnel, appropriate accounting entries must be created and posted into FAMIS. These BPP entries are generated when the BPP System Active Budget Update is printed and batch fed to FAMIS. This process occurs in the nightly batch processing cycle. The resulting encumbrances and budget transfers are posted later the same night by FAMIS programs FBPU510 and FBPU515. An error report from the FBPU515 is printed which details those transactions that reject. These "rejects" did not post and need to be addressed.

- FBPU510 is run daily to identify the BPP Active Budget changes. An error report detailing "PINs with problems" is generated and distributed to the workstation that "owns" the PIN(s) in error.

- FBPU515 is run each night on a Member-by-Member basis, creating the appropriate encumbrance and budget transfer transactions that can be seen on the FRS Payroll Encumbrance, Open Commitment, and Transaction Inquiry screens. An error report details any transactions that reject and must be handled.

Access to the BPP System

Contact bpphelp@tamus.edu for help with acquiring access to the 3270 screens of the BPP System.

Typically, a department prepares an internal hard copy document (a "Request for BPP System Active Budget Update") that is signed by appropriate department personnel. After approval at the departmental level, the document is sent to the A&M System Member's Payroll/Budget Office for entry into the BPP System where the BPP System Active Budget Update is generated.

For example, a **Form 500T** is used to set up positions and encumbrances at the start of a new fiscal year. A **Form 500R** is used to identify changes to a position from one iteration to another. A Form 500R (iteration status "S") is required to make changes in FAMIS.

> A BPP System Active Budget Update must be set to ***Print*** in BPP in order for data to be sent to FAMIS and show in accounting.

BPP System Active Budget Updates entered into BPP are not fed to FAMIS until the next night, so it usually takes two days for the changes to display on the FAMIS screens.

Iterations: Audit Trail of Changes

Iterations are sequential change numbers assigned to each Active Budget action for a given position. This iteration number is a 2-digit number that starts at 01 for the fiscal year. The PIN number plus the iteration number is used to identify a unique budget/position action.

A given iteration may be changed several times over several days. Each change to an iteration is not tracked in the BPP system but may be tracked in the FAMIS BPP System Active Budget Update tracking file if the BPP System Active Budget Update is printed after each change (to be covered in greater detail later).

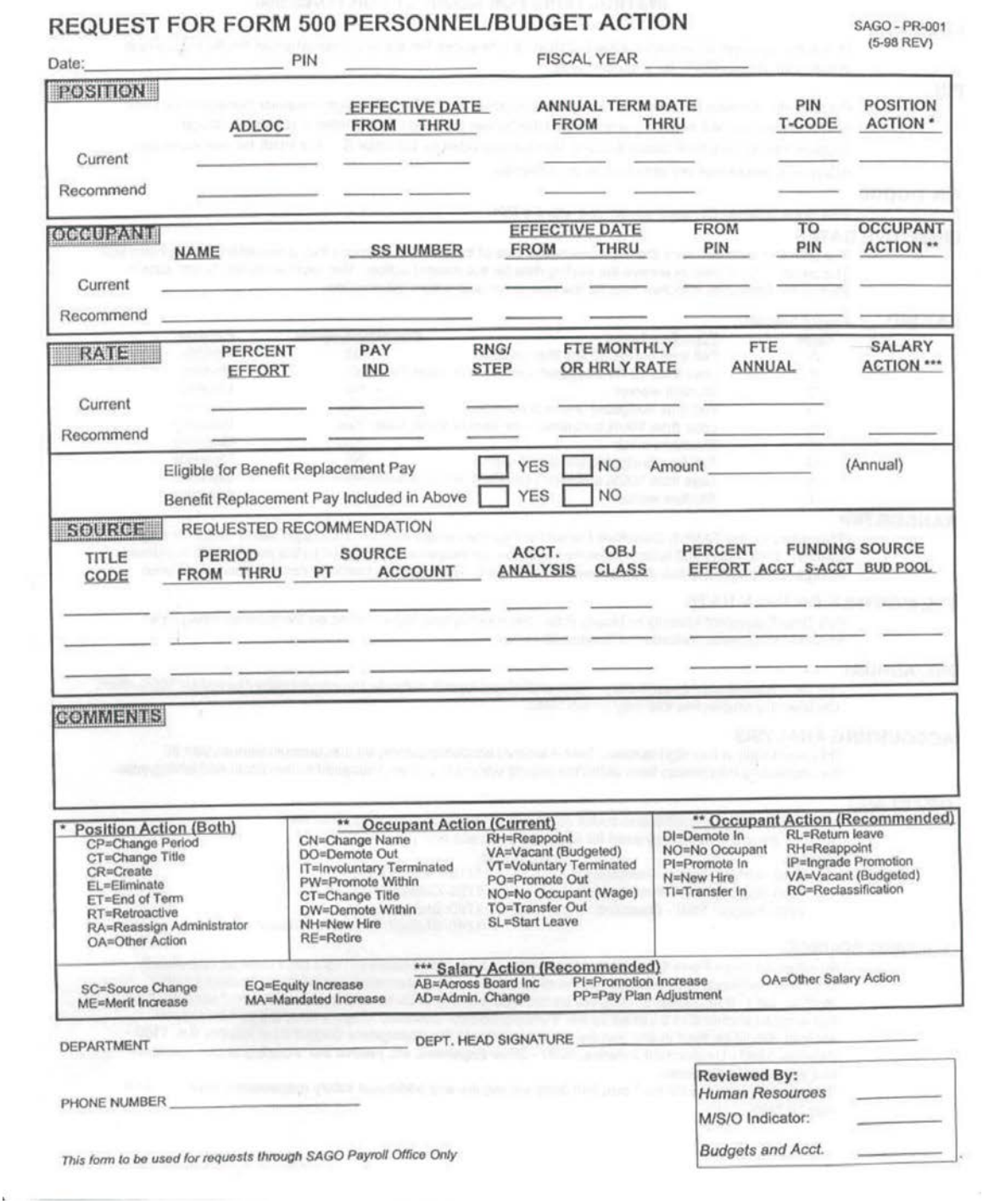
Each PIN iteration change is assigned a unique change number. The change number is in the upper right corner of the BPP System Active Budget Update and is in the format 999999x - where 999999 is a sequential number and x is the work station code. (See Appendix for Work Station Code Assignments list.)

For EPA documents, the change number is in the format of a 7-digit number (9999999).

BPP System Active Budget Update Tracking in FAMIS

See the FAMIS Services "Payroll Encumbrance User's Guide."

Example of a "Request for BPP System Active Budget Update Personnel/Budget Action:"



REQUEST FOR FORM 500 PERSONNEL/BUDGET ACTION

SAGO - PR-001 (5-98 REV)

Date: _____ PIN _____ FISCAL YEAR _____

POSITION

	ADLOC	EFFECTIVE DATE FROM	EFFECTIVE DATE THRU	ANNUAL TERM DATE FROM	ANNUAL TERM DATE THRU	PIN T-CODE	POSITION ACTION *
Current							
Recommend							

OCCUPANT

	NAME	SS NUMBER	EFFECTIVE DATE FROM	EFFECTIVE DATE THRU	FROM PIN	TO PIN	OCCUPANT ACTION **
Current							
Recommend							

RATE

	PERCENT EFFORT	PAY IND	RNG/ STEP	FTE MONTHLY OR HRLY RATE	FTE ANNUAL	SALARY ACTION ***
Current						
Recommend						

Eligible for Benefit Replacement Pay ☐ YES ☐ NO Amount _____ (Annual)

Benefit Replacement Pay Included in Above ☐ YES ☐ NO

SOURCE REQUESTED RECOMMENDATION

TITLE CODE	PERIOD FROM	PERIOD THRU	SOURCE PT	SOURCE ACCOUNT	ACCT. ANALYSIS	OBJ CLASS	PERCENT EFFORT	FUNDING SOURCE ACCT	FUNDING SOURCE S-ACCT	FUNDING SOURCE BUD POOL

COMMENTS

*** Position Action (Both)**
CP=Change Period
CT=Change Title
CR=Create
EL=Eliminate
ET=End of Term
RT=Retroactive
RA=Reassign Administrator
OA=Other Action

**** Occupant Action (Current)**
CN=Change Name
DO=Demote Out
IT=Involuntary Terminated
PW=Promote Within
CT=Change Title
DW=Demote Within
NH=New Hire
RE=Retire
RH=Reappoint
VA=Vacant (Budgeted)
VT=Voluntary Terminated
PO=Promote Out
NO=No Occupant (Wage)
TO=Transfer Out
SL=Start Leave

**** Occupant Action (Recommended)**
DI=Demote In
NO=No Occupant
PI=Promote In
N=New Hire
TI=Transfer In
RL=Return leave
RH=Reappoint
IP=Ingrade Promotion
VA=Vacant (Budgeted)
RC=Reclassification

***** Salary Action (Recommended)**
SC=Source Change
ME=Merit Increase
EQ=Equity Increase
MA=Mandated Increase
AB=Across Board Inc
AD=Admin. Change
PI=Promotion Increase
PP=Pay Plan Adjustment
OA=Other Salary Action

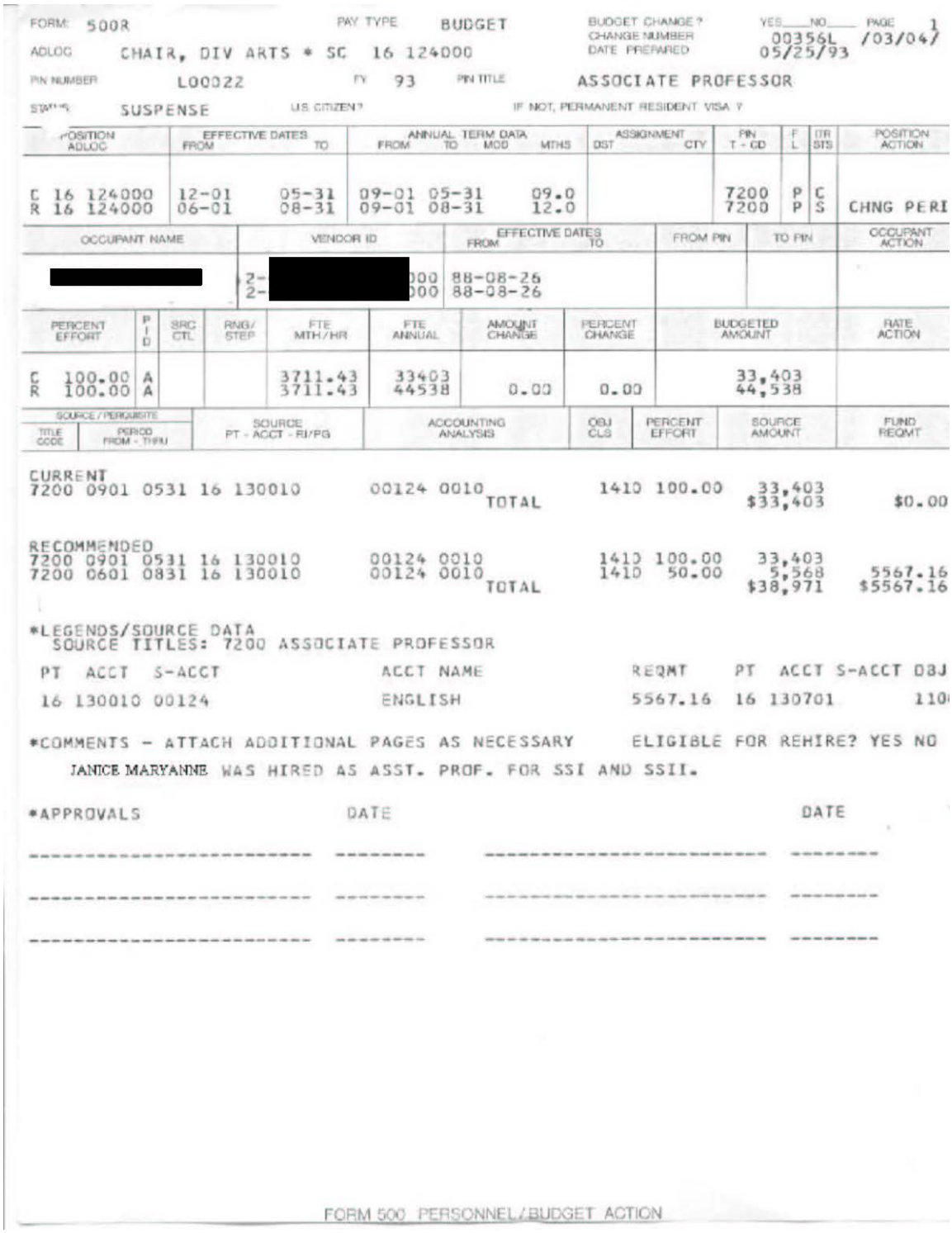
DEPARTMENT _____ DEPT. HEAD SIGNATURE _____

PHONE NUMBER _____

This form to be used for requests through SAGO Payroll Office Only

Reviewed By:
Human Resources _____
M/S/O Indicator: _____
Budgets and Acct. _____

Form 500R



FORM: 500R PAY TYPE BUDGET BUDGET CHANGE? YES___NO___ PAGE 1
ADLOC CHAIR, DIV ARTS * SC 16 124000 CHANGE NUMBER 00356L /03/04/
DATE PREPARED 05/25/93
PIN NUMBER L00022 FY 93 PIN TITLE ASSOCIATE PROFESSOR
STATUS SUSPENSE U.S. CITIZEN? IF NOT, PERMANENT RESIDENT VISA ?

	POSITION ADLOC	EFFECTIVE DATES FROM	TO	ANNUAL TERM DATA FROM	TO	MOD	MTHS	ASSIGNMENT DST	CTY	PIN T - GD	F L	ITR STS	POSITION ACTION
C	16 124000	12-01	05-31	09-01	05-31		09.0			7200	P	C	
R	16 124000	06-01	08-31	09-01	08-31		12.0			7200	P	S	CHNG PERI

OCCUPANT NAME	VENDOR ID	EFFECTIVE DATES FROM	TO	FROM PIN	TO PIN	OCCUPANT ACTION
[redacted]	2-[redacted]000	88-08-26				
	2-[redacted]000	88-08-26				

	PERCENT EFFORT	P I D	SRC CTL	RNG/ STEP	FTE MTH/HR	FTE ANNUAL	AMOUNT CHANGE	PERCENT CHANGE	BUDGETED AMOUNT	RATE ACTION
C	100.00	A			3711.43	33403	0.00	0.00	33,403	
R	100.00	A			3711.43	44538			44,538	

SOURCE / PERQUISITE TITLE CODE	SOURCE / PERQUISITE PERIOD FROM - THRU	SOURCE PT - ACCT - RI/PG	ACCOUNTING ANALYSIS	OBJ CLS	PERCENT EFFORT	SOURCE AMOUNT	FUND REQMT
CURRENT							
7200	0901 0531	16 130010	00124 0010	1410	100.00	33,403	
			TOTAL			$33,403	$0.00
RECOMMENDED							
7200	0901 0531	16 130010	00124 0010	1410	100.00	33,403	
7200	0601 0831	16 130010	00124 0010	1410	50.00	5,568	5567.16
			TOTAL			$38,971	$5567.16

*LEGENDS/SOURCE DATA
SOURCE TITLES: 7200 ASSOCIATE PROFESSOR

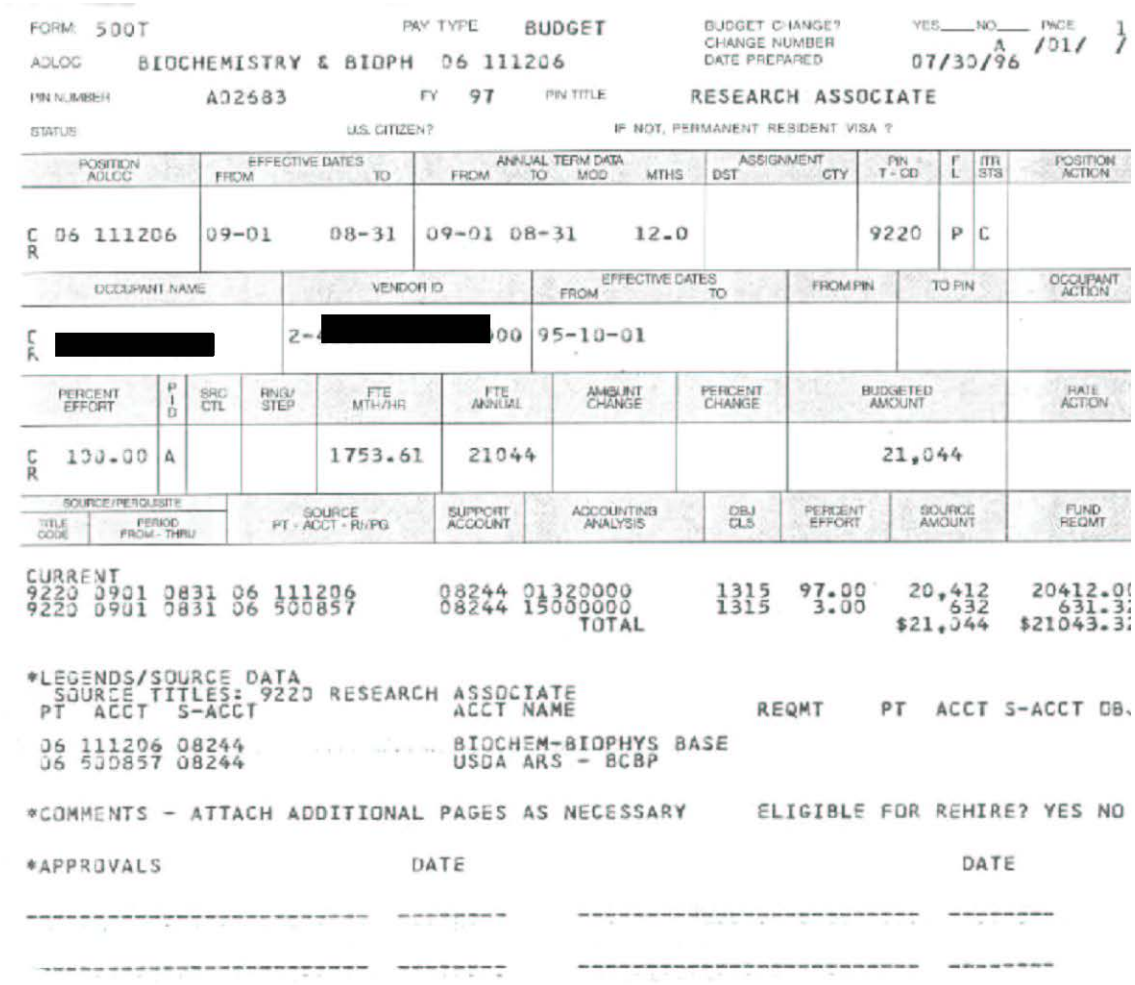
PT	ACCT	S-ACCT	ACCT NAME	REQMT	PT	ACCT	S-ACCT	OBJ
16	130010	00124	ENGLISH	5567.16	16	130701		110

*COMMENTS - ATTACH ADDITIONAL PAGES AS NECESSARY ELIGIBLE FOR REHIRE? YES NO
JANICE MARYANNE WAS HIRED AS ASST. PROF. FOR SSI AND SSII.

*APPROVALS DATE DATE

FORM 500 PERSONNEL/BUDGET ACTION

Form 500T



FORM 500T PAY TYPE BUDGET BUDGET CHANGE? YES___ NO___ PAGE 1
CHANGE NUMBER A /01/ /
ADLOC BIOCHEMISTRY & BIOPH 06 111206 DATE PREPARED 07/30/96
PIN NUMBER A02683 FY 97 PIN TITLE RESEARCH ASSOCIATE
STATUS U.S. CITIZEN? IF NOT, PERMANENT RESIDENT VISA ?

	POSITION ADLOC	EFFECTIVE DATES FROM	TO	ANNUAL TERM DATA FROM	TO	MOD	MTHS	ASSIGNMENT DST	CTY	PIN T-OD	F L	ITR STS	POSITION ACTION
C R	06 111206	09-01	08-31	09-01	08-31		12.0			9220	P	C	

	OCCUPANT NAME	VENDOR ID	EFFECTIVE DATES FROM	TO	FROM PIN	TO PIN	OCCUPANT ACTION
C R	[redacted]	Z-[redacted]00	95-10-01				

PERCENT EFFORT	PID	SRC CTL	RNG/ STEP	FTE MTH/HR	FTE ANNUAL	AMOUNT CHANGE	PERCENT CHANGE	BUDGETED AMOUNT	RATE ACTION
C R 100.00	A			1753.61	21044			21,044	

SOURCE/PREREQUISITE TITLE CODE	PERIOD FROM - THRU	SOURCE PT - ACCT - RI/PG	SUPPORT ACCOUNT	ACCOUNTING ANALYSIS	OBJ CLS	PERCENT EFFORT	SOURCE AMOUNT	FUND REQMT
CURRENT								
9220	0901 0831	06 111206	08244	01320000	1315	97.00	20,412	20412.0
9220	0901 0831	06 500857	08244	15000000	1315	3.00	632	631.3
				TOTAL			$21,044	$21043.3

*LEGENDS/SOURCE DATA
SOURCE TITLES: 9220 RESEARCH ASSOCIATE

PT	ACCT	S-ACCT	ACCT NAME	REQMT	PT	ACCT	S-ACCT	OB
06	111206	08244	BIOCHEM-BIOPHYS BASE					
06	500857	08244	USDA ARS - BCBP					

*COMMENTS - ATTACH ADDITIONAL PAGES AS NECESSARY ELIGIBLE FOR REHIRE? YES NO

*APPROVALS DATE DATE

FORM 500 PERSONNEL/BUDGET ACTION

Glossary

A

Accounting Analysis Table and Key

The Accounting Analysis Table provides a way to charge benefit related expenses to a different account and/or bank other than that of the source account.

The first 4 digits of accounting analysis field are defined as the key. The accounting analysis key controls posting of the payroll expense and benefits to the correct fiscal accounts and banks. The remaining characters of the key can be defined by the various fiscal offices for their own needs (project accounting, Research Foundation cost sharing, etc.).

Automated Clearing House (ACH)
Automated Clearing House designates the electronic transfer of payroll transactions through the Federal Reserve Banking System. Payment by ACH sends funds directly to the appropriate bank and replaces a paper check.

Accidental Death & Dismemberment (AD&D)
Accidental Death & Dismemberment refers to an optional insurance program offered to employees by TAMUS.

Administrative Location (ADLOC)
Administrative Location -- references the administrator who has budgetary and operational responsibility; individuals whose regular employment falls within the operational scope of a particular area will be identified by the ADLOC of that area. Usually corresponds to the main FAMIS account used by that organizational unit.

Annual Term
This defines the period of time this position will be on the payroll and is found in the Position section of the Document Header.

For typical full-time budgeted positions, these dates are always 9/1/yy through 8/31/yy.

For Teaching and Graduate assistant positions, the term is often different. The person may be employed just for the fall semester (9/1 - 1/15) or just the spring semester (1/16 - 5/31). Any term is valid - provided the term is specified in 1/2 month increments.

Annual Term Modifier
Sometimes the annual term is not continuous. For example, the Term may be from 9/1 to 8/31, but with a break for the first summer session.

If this is the case, the Annual Term modifier is used. See the drop down list in the Position section of the Document Header for the options for the term modifier.

B

Benefits (see Employer Payments)

Employer payments made on behalf of the employee.

(State) Benefit SLs
Subsidiary Ledgers established for the purpose of holding **State Appropriation Funds** authorized for the payment of employee benefits.

Budgeted Employees
Employees holding a position defined as budgeted because budget is created for that position at the beginning of the employment or fiscal year. These can be employees paid by monthly salary or by an hourly rate.

D

Deductions - "Deducts"

Employee deductions are funds "withheld from" an employee's gross pay for various reasons, generally to pay for an employee benefit or obligation that is authorized by the employee or state/federal law. BPP creates accounting entries (equity transfers), checks and/or ACH entries for the employee deductions. This is considered a part of employee gross pay, is paid by the employee and "deducted" from the employee's pay check.

FAMIS makes no direct entries related to deductions; however, the processing of deductions and payments to benefit vendors is handled in FAMIS.

E

Effective Date

Indicates the actual date on which the position change being implemented by the EPA document or BPP System Active Budget Update will occur.

Employee Deduction (see Deductions)

EPA/Employee Payroll Action System

The web-based EPA system is available to create or amend a position in the Active Budget with respect to salaries and wages, occupant, job title, source(s) of funding, etc. This is the web based or CANOPY counterpart to the 3270 screen process available in the BPP System.

A separate EPA manual is available through the FAMIS website.

Employer Payment/Fringe Benefit

Employer payments or benefits are funds, over and above an employee's gross pay, which are paid to third parties for the benefit of the employee. These employer payments do not impact the employee's gross pay nor reduce the employee's net pay. The benefits may or may not be paid by the same account that funds the employee's gross pay.

Equity Transfers

Funds, or equity, transfers are made between A&M System members to transfer money owed to each other for shared payroll obligations. These transfers resolve, or clear out, the Due to/ Due-from accounts that arise when an employee is paid by more than one A&M System member.

Extended Pay Plan (EPP)

This payroll feature allows an employee on a less than twelve-month contract to be paid over a twelve-month period.

F

Federal Insurance Contribution Act (FICA)

The employer paid contribution to the Federal Government's Social Security Program.

Federal Income Tax (FIT)

The income tax for the Federal Government deducted from the employee pay.

BPP System Active Budget Update Personnel/Budget Action – (BPP System)

Computer generated document used to amend a position in the budget with respect to salaries and wages, occupant, job title, source(s) of funding, etc. A BPP System Active Budget Update (Form 500T) is produced by the initial load of the budget for the fiscal year. Iteration status is "C" – Cleared. A BPP System Active Budget Update (Form 500R) is produced by any subsequent changes to the budget. Iteration status is "S" – Suspense. The Form 500 type (T or R) is determined by the iteration status. The EPA System is the web-based version.

Funding Requirement
Monetary amount required or saved for each source for the time between the effective date of the EPA or BPP System Active Budget Update and the end of the fiscal year. Salary savings are calculated automatically and do not require input to BPP.

Funding Source Lines (see Source Line)

Group Insurance Premiums (GIP)
Group Insurance Premiums, offered to the employees, includes Medical Insurance and Basic Life Insurance. Some programs have wider definitions - and define what part the State contributes to the program. Usually, SGIP refers to employer-paid premiums that can be used for BL, MED, DEN, ADD, VIS or LTD.

G

Goldplate Budget

This term refers to the finalized "Prep Budget" following its approval by the Board of Regents.

Gross Pay
The initialized total amount paid to the employee before deductions -- includes salary and wages, but not longevity (which is treated as a negative deduction).

When accounting entries are made in FAMIS to expense payroll to a particular account, the entries are made for the gross pay amount.

H

Hazard Duty

Hazard Duty is a payment made to employees recognizing length of service in performing work under hazardous conditions and effectively increases their gross pay. In general, hazard duty pay is treated as a type of gross pay. However, it is a separate source item paid under a different, specific object class.

Hourly Employees
Employees that are paid for each hour worked at a predetermined rate of pay. Some are budgeted, others are not.

I

Iteration

An identifier used to define a specific situation for a defined time period for a position in the BPP Active Budget database. Iteration 01 is the first iteration generated by the initial load of the fiscal year budget.

The BPP system is organized around Positions. However, positions and the people in the positions change over the course of the year.

The first version of the position at the start of the fiscal year is iteration 01.

L

Liability Accounts

Accounts, usually General Ledgers, established for the purpose of collecting the monies to be paid to the benefit vendors on behalf of the employees. These accounts are listed on FAMIS Screen 830.

Longevity
Longevity is a payment made to employees recognizing their years of service. This payment effectively increases their gross pay. In BPP, longevity is treated much like a negative deduction; however, in FAMIS, longevity is treated like gross pay and charged to a different expense code.

N

Net Pay

Net Pay is the amount of pay disbursed to the employee, either through a check or an ACH transaction. The Net Pay is always the gross pay + longevity less the deductions. BPP creates checks and/or ACH disbursements for the amount of the net pay.

Net Pay = Gross Pay + Longevity – Deductions

O

Old Age Health Insurance (OAHI)

The Medicare insurance program is sponsored by the Federal Government. This contribution is paid by the employee.

Old Age Survivors Insurance (OASI)
The Social Security program is sponsored by the Federal Government. This contribution is paid by the employee.

Optional Retirement Program (ORP)
Contributions in the optional TAMUS retirement program are open to specific categories of employees, which includes contributions by the employee (deduction) and the employer (employer-paid benefit).

P

Pay Cycle Date

The date that identifies the day the employee was paid.

Pay Period End Date
This date marks the end of the period for which the employee is being compensated.

Pay Type
Pay Type defines the processing required by the payroll calculation program to compute the net pay for the pay items.

Personal Identification Number (PIN)
Position Identification Number – a number given to each budgeted position of employment within TAMUS.

R

Requirement/Savings Account

Account identifies the funding source from which the requirement is being taken or into which the savings is being placed.

S

Salary Employees

Salary employees are compensated according to an agreed amount based on a payroll period.

Salary Encumbrance
An encumbrance posted at the beginning of the employment or fiscal year to reserve the payroll dollars for the employee.

Salary Savings
Process performed on the last working day of the month that calculates and distributes salary budget not spent during the month due to a position being vacant at least one day during the month. (FBPR050 and FBPR051)

Source Amount
Total dollar amount which is obligated to be paid by the fiscal source over the source period.

Source Line
The funding source line(s) or records(s) specifies how positions are funded. They specify the account that will pay the salary and the object code that will be charged on the account.

The source line is a record associated with a given PIN and iteration that identifies funding information for the PIN. It includes the source account (SL-SA which will be charged), source object code, source accounting analysis, source percent effort, source amount (see above), source requirement account, and the source begin and end period dates.

T

Tax Deferred Annuity (TDA)

An optional program for employees to deposits funds into an account on a tax deferred basis. Generally this is intended to be part of a retirement program. The funds are deducted from the employee gross pay.

Teachers Retirement System (TRS)
The retirement system sponsored by the State of Texas for employees of Higher Education institutions not participating in ORP. These contributions are paid both by employee deduction and employer-paid benefit.

U

Unemployment Compensation Insurance (UCI)

Unemployment Compensation Insurance is a program administered by the State of Texas. All claims are initially paid by the State. However, if the employee is paid from local funds, each A&M System member must reimburse the State for the claim. The A&M System is considered a self insured program for this benefit.

W

Wage Employees

Wage employees are not budgeted positions and are paid by the hour. Wage PINs are assigned by the system as a sequential number. Wage positions can contain different occupants over time.

Workers Compensation Insurance (WCI)
Workers Compensation Insurance is a program coordinated by A&M System. TAMUS is self-insured (through SO) and all claims are a cost to TAMUS (SO), regardless of funding source. WCI is an assessment from SO to each A&M System member.

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